DOCUMENT RESUME

ED 036 625 VT 009 987

AUTHOR	SINICK, DANIEL
TITLE	PART-TIME, SUMMER AND VOLUNTEER JOBS FOR JEWISH AND OTHER MINORITY GROUP YOUTH.
INSTITUTION	B'NAI B'RITH, WASHINGTON, D.C. VOCATIONAL SERVICE.
PUB DATE	69
NOTE	113P.
AVAILABLE FROM	B'NAI B'RITH VOCATIONAL SERVICE, 1640 RHODE ISLAND AVENUE, WASHINGTON, D.C. 20036 ($2.50)
EDRS PRICE	EDRS PRICE MF-$0.50 HC-$5.75
DESCRIPTORS	*EMPLOYMENT OPPORTUNITIES, GUIDANCE COUNSELING, *GUIDES, *MINORITY GROUPS, OCCUPATIONAL GUIDANCE, *OCCUPATIONAL INFORMATION, VOLUNTEERS, *YOUTH EMPLOYMENT
IDENTIFIERS	JEWISH YOUTH

ABSTRACT

PART-TIME, SUMMER OR VOLUNTEER JOBS SERVE AS A TRY-OUT WORK EXPERIENCE AND/OR AS AN INCOME PRODUCER. ADVICE IS GIVEN ON WHERE TO FIND THESE JOBS AND HOW TO GET THEM. OTHER MAJOR SECTIONS PRESENT INFORMATION ABOUT: (1) PART-TIME JOBS, (2) SUMMER AND OTHER TEMPORARY JOBS, AND (3) VOLUNTEER JOBS. THESE SECTIONS ARE FURTHER DIVIDED INTO ADVICE FOR THOSE OF HIGH SCHOOL AGE AND FOR THOSE OF COLLEGE AGE AND OLDER. TYPICAL CHAPTER TITLES ARE "JOBS CONNECTED WITH SCHOOL," "JOBS CONNECTED WITH HOMES," "JOBS IN OTHER PLACES," "JOBS THAT ARE DIFFRENT," "HELPING PEOPLE DIRECTLY," AND "HELPING HELPING AGENCIES." APPENDED ARE LISTINGS OF AREA OFFICES OF THE UNITED STATES SMALL BUSINESS ADMINISTRATION, COLLEGES AND UNIVERSITIES OFFERING COOPERATIVE EDUCATION PROGRAMS, REGIONAL OFFICES OF THE UNITED STATES OFFICES OF EDUCATION AND ECONOMIC OPPORTUNITY, INTERAGENCY BOARDS OF THE UNITED STATES CIVIL SERVICE COMMISSION, AND NATIONAL PARK CONCESSIONERS, AS WELL AS INFORMATION ABOUT AGE REQUIREMENTS FOR EMPLOYMENT. (JK)

PART-TIME, SUMMER and VOLUNTEER JO

for Jewish and Other Minority Group You

ED0 36625

By DANIEL SINICK

Published By B'NAI B'RITH VOCATIONAL SERVICE

B'NAI B'RITH VOCATIONAL SERVICE

NATIONAL COMMISSION

Chairman
Wilfred S. Stachenfeld
New York, N.Y.

Honorary Chairmen
Dr. Alfred A. Benesch
Cleveland, Ohio

Milton Berger, Esq.
Philadelphia, Pa.

Dr. Maurice Jacobs
Philadelphia, Pa.

Dr. Leon J. Obermayer
Philadelphia, Pa.

Vice-Chairmen
Joseph L. Cohen
Denver, Colo.

H. Burton Schatz
Chicago, Ill.

Treasurer
Kivie Kaplan
Chestnut Hill, Mass.

Secretary
Mrs. Paul Liebert
Grand Rapids, Mich.

Dr. William A. Wexler
President, B'nai B'rith
Savannah, Ga.

Mrs. Michael Shapiro
President, B'nai B'rith Women
Washington, D. C.

Rabbi Jay Kaufman
Exec. Vice President, B'nai B'rith
Washington, D. C.

Dr. Harold B. Barrie
St. Paul, Minn.

Dr. Samuel E. Binstock
Pittsburgh, Pa.

Mrs. Harold L. Blum
Hartford, Conn.

Abe Cramer
Pottsville, Pa.

Gerald J. Diamond
Ottawa, Ontario, Canada

Dr. Samuel Friedman
Baltimore, Md.

Dr. Harry Glazer
Montgomery, Ala.

Norman R. Godell
Los Angeles, Calif.

Melvin H. Gunn
Hamilton, Ontario, Canada

Eli Hurwitz
Miami, Fla.

Stanley M. Kaufman
Dallas, Tex.

Alexander Sandy Klein
Los Angeles, Calif.

Mrs. Morris J. Kroos
Lyndhurst, Ohio

Jack H. Levin
Miami Beach, Fla.

Louis L. Leibowitz
Passaic, N.J.

Theodore B. Marks
Akron, Ohio

Louis Ossinsky, Sr.
Daytona Beach, Fla.

Irving Rubinstein
New York, N.Y.

Irving Ruderman
Rochester, N.Y.

Paul L. Schwartz
Memphis, Tenn.

Mrs. A. Louis Segal
Philadelphia, Pa.

Louis Weber
Southfield, Mich.

B'nai B'rith (Hebrew for "Sons of the Covenant") was founded in 1843 in the United States. It is today the largest and oldest Jewish service organization in the world. This publication has been produced by B'nai B'rith Vocational Service as one of the many public services of B'nai B'rith.

Cover design by DICK TOLLEY

A 30th Anniversary Publication of B'nai B'rith Vocational Service

ED036625

PART-TIME, SUMMER and VOLUNTEER JOBS
for Jewish and Other Minority Group Youth

By DANIEL SINICK
Professor of Education
The George Washington University

Under the Editorship of
S. NORMAN FEINGOLD
National Director
B'nai B'rith Vocational Service

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

B'NAI B'RITH VOCATIONAL SERVICE
1640 Rhode Island Ave., N.W., Washington, D. C. 20036

VT009987

"PERMISSION TO REPRODUCE THIS
COPYRIGHTED MATERIAL HAS BEEN GRANTED
BY B'nai B'rith
Voc. Service
TO ERIC AND ORGANIZATIONS OPERATING
UNDER AGREEMENTS WITH THE U.S. OFFICE OF
EDUCATION. FURTHER REPRODUCTION OUTSIDE
THE ERIC SYSTEM REQUIRES PERMISSION OF
THE COPYRIGHT OWNER."

Copyright 1969. All rights reserved.

Library of Congress Catalogue No. 77-87778
Printed in the United States of America

216

Appreciation for many of the photographs in this book is expressed to the United States Department of Labor, and to *Washington-at-Work*, a series developed by Dr. CARL McDANIELS of The George Washington University, Washington, D. C.

TABLE OF CONTENTS

Preface 5
About the Author 6
Foreword 7
Chapter 1. *What This Book Is About* 9
Chapter 2. *How to Choose Jobs* 13
Chapter 3. *How to Find Jobs* 19

■ Part 1. PART-TIME JOBS

[This Section pages 31–48]

For High School Age

Chapter 4. *Jobs Connected with School* 33
Chapter 5. *Jobs Connected with Homes* 35
Chapter 6. *Jobs Where People Are Served* 37
Chapter 7. *Jobs in Offices and Other Places* 39

For College Age and Older

Chapter 8. *Jobs Connected with School* 41
Chapter 9. *Jobs in Other Places* 44
Chapter 10. *Jobs That Are Different* 47

■ Part 2. SUMMER JOBS and OTHER TEMPORARY JOBS

[This Section pages 49–75]

Chapter 11. *Jobs That Bloom in the Summer* 51

For High School Age

Chapter 12. *Jobs at Hotels and Resorts* 55
Chapter 13. *Jobs at Camps* 56
Chapter 14. *Civil Service Jobs* 57

For College Age and Older

Chapter 15. *Jobs at Hotels and Resorts* 61
Chapter 16. *Jobs at Camps* 64
Chapter 17. *Temporary Office Jobs* 66

Chapter 18. *Civil Service Jobs* 68
Chapter 19. *Community Service Jobs* 71
Chapter 20. *Opportunities Overseas* 74

■ Part 3. VOLUNTEER JOBS

[This Section pages 76–92]

For High School Age

Chapter 21. *Helping People Directly* 82
Chapter 22. *Helping Helping Agencies* 83

For College Age and Older

Chapter 23. *Helping People Directly* 85
Chapter 24. *Helping Helping Agencies* 91

Chapter 25. *Postscript and Prelude* 93

■ APPENDIXES

[This Section pages 94–105]

A. *Area Offices of U. S. Small Business Administration* 95
B. *Age Requirements for Employment* 96
C. *Colleges and Universities Offering Cooperative Education Programs* 96
D. *Regional Offices of U. S. Office of Education* 100
E. *Interagency Boards of U. S. Civil Service Commission* 100
F. *National Park Concessioners* 103
G. *Regional Offices of U. S. Office of Economic Opportunity* 104

■ SELECTED READING and RESOURCES

[This Section pages 106–111]

A. *Choosing Jobs* 107
B. *Finding Jobs* 108
C. *Part-Time Jobs* 109
D. *Summer Jobs* 110
E. *Volunteer Jobs* 110

PREFACE

Part-Time, Summer, and Volunteer Jobs for Jewish and Other Minority Group Youth represents a major contribution of B'nai B'rith Vocational Service in its continuing program of commitment to the needs of the people of this country.

Rising costs of living, increased leisure time and a growing sense of responsibility have brought large numbers of people into the labor market on a part-time or temporary basis. The 1964 B'nai B'rith Vocational Service *College and Career Plans of Jewish High School Youth,* carried out in cooperation with B'nai B'rith Women, indicated that the vast majority of affiliated Jewish youth expected to work to meet college costs or other expenses. More than one quarter of these young people were working part-time during the time of the study—while they were still in high school. Studies conducted among other minority groups have indicated similar results. This new publication is provided as a guide to help those, of all ages, who face ever-increasing competition for the available jobs.

The author, Dr. Daniel Sinick, is a recognized authority on job information and career development. Both he and B'nai B'rith Vocational Service recognize the value of the part-time, summer or volunteer job as a try-out work experience and/or as an income producer. With these goals in mind, we proudly present a much needed new publication during the B'nai B'rith Vocational Service's 30th Anniversary year. *Part-Time, Summer, and Volunteer Jobs for Jewish and Other Minority Group Youth* represents an additional contribution to the nation from B'nai B'rith Vocational Service.

WILFRED S. STACHENFELD
Chairman,
National Commission,
B'nai B'rith Vocational Service

May 5, 1969.

ABOUT THE AUTHOR

Daniel Sinick, Ph.D., author of this book, is Professor of Education at George Washington University, in Washington, D. C. Psychologist, counselor and consultant, as well as teacher, he completed his advanced education at Harvard, Columbia and New York University.

As a psychologist, he has been certified by both New York and California. He has served as an educational and vocational consultant to school guidance programs, agencies of the Federal government, and other public and private agencies. Originally an English teacher, he has taught and counseled teenagers and adults at various educational levels.

Dr. Sinick has been elected President of six professional organizations, including the Academy of Teachers of Occupations, the American Rehabilitation Counseling Association, the San Francisco Psychological Association, and the National Capital Personnel and Guidance Association. He is a Fellow of the American Psychological Association.

He has edited the *California State Psychologist*, the *Rehabilitation Counseling Bulletin* and two other professional journals. Currently, he is Chairman of the Editorial Board of the National Vocational Guidance Association's journal and a member of the Board of Editors of *Measurement and Evaluation in Guidance.*

Dr. Sinick is the author of more than fifty professional publications. Two previous books have won similar honors: *Your Personality and Your Job* was named one of the "best books of 1960 on vocational guidance" and *You and Your Child's Career* (published by B'nai B'rith Vocational Service) was named one of the "best books of 1966 on vocational guidance."

FOREWORD

AN ENTHUSIASTIC APPRECIATION of this B'nai B'rith Vocational Service publication is to be expected from the person responsible for BBVS publications. Nor is a favorable bias surprising from one who has been a professional colleague of the book's author. On both counts, the writer of this Foreword could be regarded as too subjective in whatever comments he might make.

It is from another vantage point that he can view this book's contribution objectively. His current role as President of the National Vocational Guidance Association – the oldest personnel and guidance association in the United States – gives him perspective in evaluating the book.

Judged on a broad and impersonal basis, this is a book of great import for our society. It fills a need in the professional literature of guidance and counseling. It responds to the increasing need and desire of Jewish and other minority groups to work at part-time, summer and volunteer jobs.

Written in a scholarly but easy-to-read style, this book can help Jewish and other minority groups not only in job-finding but also in career development. These have been vital concerns of B'nai B'rith itself from its early beginnings. The 1964 BBVS publication, *College and Career Plans of Jewish High School Youth,* done in cooperation with B'nai B'rith Women, pointed up the need for the present book.

The book provides broad guidelines and specific information that will enable Jewish and other minority groups to get the jobs of their choice. Orthodox Jews will be helped, for example, in choosing and finding jobs that do not require working on the Shabbas. Others will be helped in implementing the mounting interest in careers of service, whether in this country or abroad.

The organization of this book makes it possible for the reader to utilize it as a directory. Greatest attention may be devoted to sections of particular individual interest.

It is certainly a pleasure to have this timely book issued during the 30th Anniversary of BBVS. The book is greatly needed and

especially relevant in offering sufficient Jewish content to make a big difference to those served by BBVS. To them, the B'nai B'rith Vocational Service again goes on record as saying: "We do listen, and we do care."

DR. S. NORMAN FEINGOLD
National Director,
B'nai B'rith Vocational Service

May 15, 1969.

CHAPTER 1

WHAT THIS BOOK IS ABOUT

Does it pay to work part time? Why work during the summer? What jobs are there for spare-time work? For summer-time work? For volunteer work? Where are these jobs? How do I find them? Can I be my own boss? What about age limitations?

These and many related questions are answered in this book. It shows how part-time and summer-time work may accomplish all the following purposes, and how volunteer work (without pay) may accomplish almost all:

Fill pockets and purses
Provide fun as well as funds
Expand your social contacts
Increase your independence
Help in choosing a career
Make you a more effective worker
Allow you to be your own boss
Make you a more desirable employee
Benefit employers as well as employees
Benefit society as a whole

This book describes a vast variety of available jobs. Where they are and how to get them are discussed. As an added convenience, jobs are listed for those of high school age and those of college age and older. Hotel jobs, camp jobs and government jobs are listed. Specific attention is given to jobs for girls and jobs for women.

Much more is included in this book about part-time jobs and summer-time jobs and volunteer jobs. It touches on many factors that you might need to consider in choosing and obtaining such

A starting point: Reading about the world of work.

jobs. Leads are provided, finally, to additional information, to meet the special needs of individual readers.

TIMELY WORDS ABOUT WORK. Readers may first want to be sure how the key words in this book are used. *Part-time, summer and volunteer* should be defined at this point.

Part-time work is simply less than full-time work. It involves a shorter work week than that of full-time employees. This means 34 hours or less, since the U. S. Census Bureau defines full-time employment as a standard work week of 35 hours or more. That definition is followed here, even though the most common work week is actually the 40-hour week.

Part-time work is to be distinguished from temporary work or seasonal work. Part-time workers may be employed part of each work day during the week, or for a limited number of full work days each week, or for some combination of partial days and full days. One might work an hour or two after school Monday through Friday, for example, and all day Saturday or Sunday.

Temporary work or seasonal work involves a full week's work

(35 hours or more) but for less than a full year. Such work might occur during Christmas season or other long vacation periods. Since most work of this nature is done during the longest vacation period – summer – this book uses the term *summer* to apply more generally to temporary or seasonal work performed on a full-time basis.

Volunteer work may be part-time work, or regular full-time work, or summer-time work, its distinguishing feature being that it is basically work without pay. Volunteer work, however, often includes "fringe benefits," such as free lunches.

Perhaps worth noting is that *spare-time work* is used to mean part-time work, or work done in the time one can spare from other, essential activities, usually one's education.

EDUCATION AND WORK. It should be made clear that the aim of this book is not to substitute work for education. Work can supplement one's education, on the other hand, and give it more meaning. Part of the added meaning is that one's education is related to work in many practical ways.

Nor is it the aim of this book to "sell" the idea of working part time, or summer time, or as a volunteer. The fact is that millions of students throughout the country (in cities, too) are interested in supplementing their education – and their income – by working. The book is designed to give these students the information they need.

Students in the labor force (those working or wanting to work) increased from about 3½ million in 1960 to almost 5½ million in 1966. Ranging in age from 14 to 24, students in 1966 represented about 34% of all workers in this age group. Two-thirds of the students were in elementary school or high school, while the rest were in college.

A national survey of almost 7,000 affiliated Jewish youth of high school age was reported in 1964 by B'nai B'rith Vocational Service and B'nai B'rith Women. About 29% of these boys and girls said they had a part-time job at the time of the survey. More than 96% expected to work during summer vacations.

Summer jobs seem to be sought even more than part-time jobs. Other national surveys indicate that more than 6,000,000 boys and girls between 14 and 17 have been looking for jobs each summer. But only about half of them get summer jobs.

With so many people seeking summer jobs and part-time jobs, and with the increasing competition for such jobs making volunteer jobs more attractive, this book is expected to be of substantial assistance in pointing out where the jobs are and how to get them.

ABOUT AGE AND SEX. For the convenience of readers of different ages, the jobs are presented in two rough categories: *For Those of High School Age* and *For College Age and Older*. These age groupings apply equally to readers who are not in any type of school. Since the job possibilities for the two groups overlap a good deal, however, readers are urged to examine all relevant chapters.

As a further convenience, jobs particularly appropriate for girls or women are generally presented separately from those for boys or men. Because of the overlap of these job possibilities, too, readers are urged to consider all listings.

Whatever your own combination of categories may be, the author wishes you well in shooting at part-time, summer, or volunteer employment. The book presents many targets. The author's aim is to assist your aim.

CHAPTER 2

HOW TO CHOOSE JOBS

IN CHOOSING part-time, summer or volunteer jobs there are many factors to consider. The amount of pay, of course, is one. If pay is not put in proper perspective, however, it can distort the value of job opportunities. *Pay is not the only job pay-off.*

WEIGH YOUR PAY. Before discussing other ways a job may pay off, we must recognize that even pay is not as simple as it sounds. Pay by the hour must take into account how many hours of work are available. High hourly pay may amount to less than lower wages for a longer period. The regularity of "steady" work often outweighs a higher rate of pay.

It can be confusing, too, if you're offered jobs with weekly pay and monthly pay. In comparing such jobs, you must multiply weekly pay by 4⅓ (not just 4) to get the equivalent figure for a month. The reason is that 52 (weeks in a year) divided by 12 (months in a year) equals 4⅓.

"Take-home pay" may be more important or less important for different people. The portion of your pay that you actually get to take home may meet current, vital expenses. If the cold coin is not so immediately essential, the "fringe benefits" of a job may later warm your heart. Sick leave when you need it, medical treatment, vacation time – these are examples of built-in benefits that mean hidden pay.

This book does not mention the pay to be expected in particular kinds of jobs. The reason is not that pay isn't something to weigh in choosing a job, but that pay varies a good deal even for the same job. The same job may offer different pay with different employers, at different seasons, in different parts of the country.

PAY YOU CAN'T WEIGH. Part of the job pay-off doesn't get into your pocket. You can't see it or touch it, but it's there. It consists of "intangible rewards" like enjoying the work or the company of your co-workers. Such possible rewards deserve proper consideration in choosing jobs.

Working with other people may have other benefits. One's social life can be pleasantly expanded. Social graces can be developed, so that one becomes a more sensitive and responsible person. Mixing with people makes one more mature.

Just working helps to increase one's maturity, independence, self-sufficiency. Work often offers opportunities for initiative and creativity. Even following somebody's orders usually leaves room for doing the work somewhat differently. Giving the work something of yourself, oddly enough, adds to your personal satisfaction and self-esteem.

Jobs differ in the personal and social satisfactions they offer. They also differ in the contributions they may make to one's vocational plans. Some jobs fit right into the pattern of one's career. A job as stock clerk, for example, could help in preparing for a job as a sales person, which could, in turn, prepare one to run a retail business.

A similar consideration involves the value of a job from the point of view of later employers. Experience in some jobs will serve you well in applying for other jobs. Employers like to see previous related jobs in your background.

Although there are many imponderable rewards of work, some of the important ones are summarized on the opposite page.

Your own exploration and evaluation of different jobs may make the greatest contribution to your career plans. Finding out what you enjoy doing and what you are good at, what kinds of people you like to work with, and in what settings—all these are best learned through jobs.

This point was emphasized in an earlier publication by the author, *You and Your Child's Career* (listed at the back of this book): "Tests of intelligence, school achievement, and special abilities are best supplemented by 'real-life' tests—work experiences in which a youngster and his parents can get a clearer idea of what he enjoys doing and can do well. After-school jobs, vacation jobs, jobs as a volunteer worker serve as *telling* experiences. They tell a lot that one needs to know about oneself."

OTHER WEIGHTY FACTORS. One's health, education and family

PAY YOU CAN'T WEIGH

Liking the work you do.
Using your abilities.
Putting your education to use.
Doing something challenging.
Feeling you're accomplishing something.
Expressing yourself through your work.
Being creative or original.
Feeling a little bit independent.
Enjoying a sense of responsibility.
Sensing order or regularity in your life.
Releasing pent-up or excess energy.
Using energy constructively.
Working toward your own goals.
Helping others achieve their goals.
Working together with others.
Enjoying the respect of others.
Having your good work recognized.
Preparing yourself for better jobs.
Doing work that rounds out your life.
Thinking well of yourself.
Doing work of benefit to society.

can be affected positively or negatively by the jobs one chooses. Family responsibilities may help to determine, for example, the relative importance of pay. Health considerations may help to determine the nature of appropriate jobs, hours of work and whether part-time or temporary jobs might be best.

If you are going to school, the effect of hours of work may be a crucial consideration. In general, part-time jobs during the school week are most likely to have an adverse effect; they may leave too little time or energy for proper study. Summer jobs naturally interfere least with the normal school year and Saturday jobs fall somewhere in between.

Working on Saturday or Sunday presents additional problems to many people. Their religious commitments may rule out jobs that call for Saturday or Sunday work. Since "equal employment opportunity" laws do not apply as clearly to religious observances as to sex and race, jobs may have to be sought that allow for observance of the Sabbath.

A word of caution is in order here. Whatever special requirements one has regarding a job, they should be shared with the employer before one is hired for the job. The employer may not

Counseling and testing help determine your aptitudes.

appreciate later learning that the person he hired won't be able to work Saturdays. "Surprises" of that sort can quickly turn hiring into firing.

Jobs must likewise be selected that conform to any special diets. Religious observance of dietary laws would rule out, for example, "live-in" jobs or summer camp jobs where Kosher meals are not available. Where particular jobs are highly desirable, one may be able to provide his own food.

One's special requirements for jobs, together with such factors as job shortages and employer discrimination, sometimes suggest self-employment as the best prospect. "Being your own boss" appeals to many people. If you are one of them, you may wish to note particularly jobs mentioned in this book in which you work for yourself.

HELP IN CHOOSING JOBS. This chapter has only summarized some of the important factors to take into account in choosing jobs. If jobs are to be most beneficial to you, additional factors specific to *you* should probably be considered.

You'll find further discussion of such factors in various publications put out by private publishers and the Federal government. Among the latter publications, two may prove especially useful: *Choosing Your Occupation* and the *Occupational Outlook Handbook.* A new edition of the *Handbook* comes out every two years. Both these publications are available from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Since choosing jobs is so complex, you may want more help than a book can provide. It can be very helpful to sit down with a professional person who has been especially trained for this purpose.

Where can you find such professional persons? Usually designated as counselors, they are employed by both public and private agencies. The United States Employment Service provides counseling as well as job placement. Most schools these days have counselors who are prepared to deal with the difficulties of choosing jobs. A counselor can help you to consider factors of importance in your situation, to weigh them appropriately, to obtain needed information and to decide what may be *best for you.*

There are many private counseling agencies. The Jewish Vocational Service has offices in major cities all around the country.

For their addresses, consult your telephone directory or write to the Jewish Occupational Council, 150 Fifth Avenue, New York, N.Y. 10011. The addresses of offices of B'nai B'rith Vocational Service can be obtained from the BBVS National Office at 1640 Rhode Island Avenue, N.W., Washington, D. C. 20036.

Counseling is also provided at offices of the YMCA (Young Men's Christian Association), YMHA (Young Men's Hebrew Association), YWCA (Young Women's Christian Association), and YWHA (Young Women's Hebrew Association). You may also receive counseling services at centers run by other religious groups, such as Catholic and Presbyterian groups.

If you would like a list of professionally approved counseling agencies, write to the American Board on Counseling Services, 1607 New Hampshire Avenue, N.W., Washington, D. C. 20009. The Board publishes a directory of approved agencies every two years.

CHAPTER 3

HOW TO FIND JOBS

A MAJOR REASON for this book is the added difficulty Jewish and other minority groups may experience in finding part-time, summer and volunteer jobs. "Choosing jobs" is little more than a theoretical exercise if actual employment cannot be found.

There is a vast literature of books, pamphlets and leaflets on job-finding techniques. Selected items from this literature are listed at the back of this book. They can be very helpful, though generally not addressed to the special problems of minority groups.

An excellent, inexpensive example of this literature is a 19-page booklet prepared by the U. S. Department of Labor. Priced at 10 cents, it is available from your local office of the State Employment Service. To find the location of your local office, take your telephone directory, look up *United States Government* and, under that, *Labor, Department of.* Under that are listed *Employment Service* addresses.

The Employment Service booklet, called *How to Get and Hold the Right Job,* illustrates the topics covered in this literature. Among the booklet's topics are the following:

"What to Look for in a Job"
"Take Stock of Yourself"
"Sources of Job Leads"
"Getting Ready for the Interview"
"Your Letter of Application"
"What Employers Say They Want"

Another example of the job-finding literature, especially useful for our present purposes, is *Finding Part-Time Jobs* by Feingold and List. It is listed in the back of this book, under Selected Readings and Resources.

LOOKING FOR JOBS. Since jobs seldom seek you out, to find them you must look for them. That means more than just being "on the look-out." There are many active ways you can look for jobs. You may want to use any of the methods shown in the list *How to Change from Job-Seeker to Job-Finder*. [*See page* 29.]

Notice the prime importance of telling people that you're looking for a job. Job-seeking time is no time for secrets. Looking for a job is not something to be ashamed of, but rather to be proud of. So don't keep people guessing.

Research on methods of looking for jobs and success in finding jobs provides two major conclusions. One is that the more methods you use the more likely you are to find a job. The other conclusion is, as indicated above, that telling people you're looking for a job is the best way to find one.

The special difficulties encountered by Jewish and other minority groups may call for special efforts in finding jobs. Until second-class citizenship is completely a thing of the past, groups that rate #2 must "try harder."

In the search for jobs, contact should be made with sympathetic organizations and associations. There are many such. Examples are B'nai B'rith, National Urban League and the various Y's: YMCA, YMHA, YWCA, YWHA. Other receptive organizations may include the Elks, Masons, Odd Fellows and Shriners; Kiwanis, Lions and Rotary International; Junior Chamber of Commerce, Junior Achievement and Junior Alliance for the Guidance of Rural Youths.

AID FOR THE ORTHODOX JEW. Orthodox Jewish job-seekers may have to use unorthodox job-finding methods. First of all, they must find jobs that don't require working on Saturday. Seventh Day Adventists, and other groups, have the same problem. Furthermore, Friday nights must be reserved for religious observances.

Then there are the various religious holidays (literally, holy days) to be observed throughout the year. These days may fall on what would ordinarily be work days. Instead of being available for work, however, these Jewish holy days are spent in prayer, in meditation, and—on the high holy day of Yom Kippur—in fasting.

Orthodox Jewish dietary laws present job-finding problems too. If meals go with the job, the food served must be Kosher. Meat and milk cannot be eaten at the same meal. Kosher meals may have to be available in the neighborhood where one works.

In the face of such special requirements, how can an Orthodox

Jewish person go about finding a job? One thing he can do, of course, is to seek an Orthodox Jewish employer. He might find employment, for example, with a Kosher meat market or a Kosher restaurant. Many other kinds of businesses, as well, are run by Orthodox Jewish employers.

An Orthodox synagogue or school would be a good starting point for a job search. There might even be jobs of interest in these institutions. If not, they could certainly be sources of information about job possibilities for Orthodox Jewish job-seekers.

The usual sources of job leads can be used, too, with the job-seeker's special requirements made clear. The State Employment Service office in your area has probably had experience in dealing with such requirements. Its files may contain the names of employers who have hired Orthodox Jewish applicants.

A number of offices of the Jewish Vocational Service have sponsored special projects to help Orthodox youth and adults obtain appropriate jobs.

Additional assistance to Orthodox Jewish job-seekers is contained in the following material, generously provided by Irving Barshop, associate executive director, Federation Employment and Guidance Service, in New York City.

Some of the problem areas:

1. Leaving work early on Friday afternoons. This prevails for about three months of the year.
2. Leaving early on the eves of, and not working on, 13 holidays during the year.
3. For some, wearing Orthodox Jewish traditional garb and being bearded.
4. Many Sabbath Observers, particularly females, are religiously sheltered and often quite shy in their interpersonal relations with non-Sabbath observers. This makes it difficult for them to communicate.
5. Many Sabbath Observers have only had religious training and do not have any occupational skills.
6. Many male Orthodox Jews are reluctant to be interviewed by female personnel workers. Similarly, many female Orthodox Jews refuse to be interviewed by male personnel workers.
7. Many firms require certain occupational groups in their organizations to be available seven days a week, 24 hours a day. These are programmers, ambulance drivers, telephone operators, telephone repair men and others.

8. It is felt that if a Sabbath Observer is allowed time off, others in the organization will request similar privileges or will suddenly 'acquire religion.'

Some ways to overcome these problems.

1. Sabbath Observers make up the time taken by shortening their lunch hours, coming to work earlier, working later, or deducting the time from their vacations.
2. Paying the Sabbath Observers on an hourly basis.
3. Education of the staffs on the Sabbath Observer customs and practices.
4. Having Sabbath Observers bring 'letters of proof' from their rabbis.

"There has been strong resistance from publicly-held corporations and other large firms to hiring Sabbath Observers. In our experience, through a process of education, over a period of repeated contacts, some of these organizations agreed to hire Sabbath Observers. Among these were banks, the telephone company, nation-wide truckers, publishers, business equipment firms, etc.

Again, from our experience, there have been some industries in which Sabbath Observers have had relatively few problems. These are in manufacturing and distribution of watches, costume jewelry and fine jewelry, leather goods, handbags and garment industries."

Furthermore, to help overcome resistance to the hiring of Sabbath Observers, Jewish Vocational Service and B'nai B'rith Vocational Service agencies are giving special attention to their needs. The Sabbath Observer himself should try to develop highly saleable skills."

Some employers are very receptive to religious employees of any faith. Orthodoxy can be an advantage. Other employers may like the idea of having Jewish employees on the job at times when non-Jewish employees are celebrating *their* holidays!

ADS ADD UP. At the same time as every possible personal contact is being made, ads in newspapers and magazines should be put to use. A very helpful guide to the use of both "Help Wanted" and "Situation Wanted" ads is *The Job Finder*, listed at the back under *Selected Readings and Resources*. Jewish and other minority groups may find it more frequently necessary to insert ads soliciting jobs.

"Situation Wanted" ads may be placed in the newspapers or magazines put out by sympathetic or other organizations. Such ads may be profitably placed in Jewish, Spanish, Negro and other newspapers and magazines. All these publications could likewise be examined for "Help Wanted" ads.

In advertising your need—and qualifications—for a job, you might be able to find a newspaper that offers this service free of charge. The following newspapers are among those that have provided free "Work Wanted" ads for young job seekers.

Press Telegram, Long Beach, Calif.
San Francisco Progress, San Francisco, Calif.
Record, Meriden, Conn.
Day, New London, Conn.
Times Union and Journal, Jacksonville, Fla.
Times, St. Petersburg, Fla.
Advertiser, Honolulu, Hawaii
Beacon News, Aurora, Ill.
News-Sun, Waukegan, Ill.
Times, Hammond, Ind.
Times Republican, Marshalltown, Ia.
Berkshire Eagle, Pittsfield, Mass.
News, Alpena, Mich.
Star Herald, Scottsbluff, Neb.
Bergen Evening Record, Hackensack, N.J.
Beacon Journal, Akron, Ohio
Gazette, Chillicothe, Ohio
Dispatch, Columbus, Ohio
Republican Courier, Findlay, Ohio
Gazette Times, Corvallis, Ore.
Register Guard, Eugene, Ore.
News-Review, Roseburg, Ore.
Mirror, Altoona, Pa.
Times, Erie, Pa.
Times Herald, Norristown, Pa.
Bulletin, Philadelphia, Pa.
Pocono Record, Stroudsburg, Pa.
Daily News, Longview, Tex.
State Journal, Madison, Wis.
Journal, Milwaukee, Wis.
Daily Times, Watertown, Wis.

Jewish youth, for example, may also find it helpful to insert ads in the local English-Jewish press. A selected list follows:

Jewish Western Bulletin, Vancouver, B. C.
B'nai B'rith Messenger, Los Angeles, Calif.
California Jewish Voice, Los Angeles, Calif.
Heritage, Los Angeles, Calif.
Jewish Community Bulletin, San Francisco, Calif.
Intermountain Jewish News, Denver, Colo.
Connecticut Jewish Ledger, Hartford, Conn.
Jewish Week, Washington, D. C.
Jewish Floridian, Miami, Fla.
Southern Jewish Weekly, Jacksonville, Fla.
Southern Israelite, Atlanta, Ga.
Sentinel, Chicago, Ill.
Indiana Jewish Chronicle, Indianapolis, Ind.
National Jewish Post & Opinion, Indianapolis, Ind.
Western Jewish News, Winnipeg, Man.
Jewish Times, Baltimore, Md.
Jewish Advocate, Boston, Mass.
Jewish News, Detroit, Mich.
American Jewish World, Minneapolis, Minn.
Jewish Record, Atlantic City, N.J.
Jewish Standard, Jersey City, N.J.
Jewish News, Newark, N.J.
Jewish World, Albany, N.Y.
Jewish Press, Brooklyn, N.Y.
Buffalo Jewish Review, Buffalo, N.Y.
American Examiner, New York, N.Y.
Metropolitan Star, New York, N.Y.
Jewish Ledger, Rochester, N.Y.
Jewish News of Cleveland, Cleveland, Ohio
Ohio Jewish Chronicle, Columbus, Ohio
Canadian Jewish News, Toronto, Ont.
Jewish Times, Philadelphia, Pa.
Jewish Chronicle, Pittsburgh, Pa.
Canadian Jewish Chronicle Review, Montreal, Que.
Hebrew Watchman, Memphis, Tenn.
Observer, Nashville, Tenn.
Jewish Herald Voice, Houston, Texas
Wisconsin Jewish Chronicle, Milwaukee, Wis.

Bookkeeping skills will help your job search.

THE RÉSUMÉ. No matter how much or how little work experience you've had, you'll be helped in your job search by having copies of a well written résumé handy. A résumé is fairly easy to prepare, for it is just a brief summary (that's all the word means) of critical information about you that may interest employers.

The major use of the résumé is as an information sheet to be submitted to prospective employers. The résumé—usually general enough to apply to a number of jobs—is sent to an employer together with a letter of application for a particular job.

The résumé has an additional important use. It helps to prepare you for employment interviews, since it organizes the information about yourself in an orderly, businesslike fashion. You will more readily remember dates, for example, of education, jobs and first driver's license.

A one-page résumé is to be preferred. The sample résumé (usually headed PERSONAL DATA SHEET) shown on the opposite page demonstrates how one page can present all the important information. You may wish to use two pages if you have much more to present in regard to work experience, education, or other aspects of your background.

Remember that the sample shown is only a sample. You may vary the arrangement of the information to suit your own background and the kind of job you're after. Many job seekers prepare different résumés for different jobs or different employers.

Some personal information, for example, may be placed either near the beginning or close to the end of the résumé. It's best to begin with your name, address and telephone number. Next, or near the end, you can include your age or date of birth, height and weight, state of health, marital status and dependents, and willingness to travel.

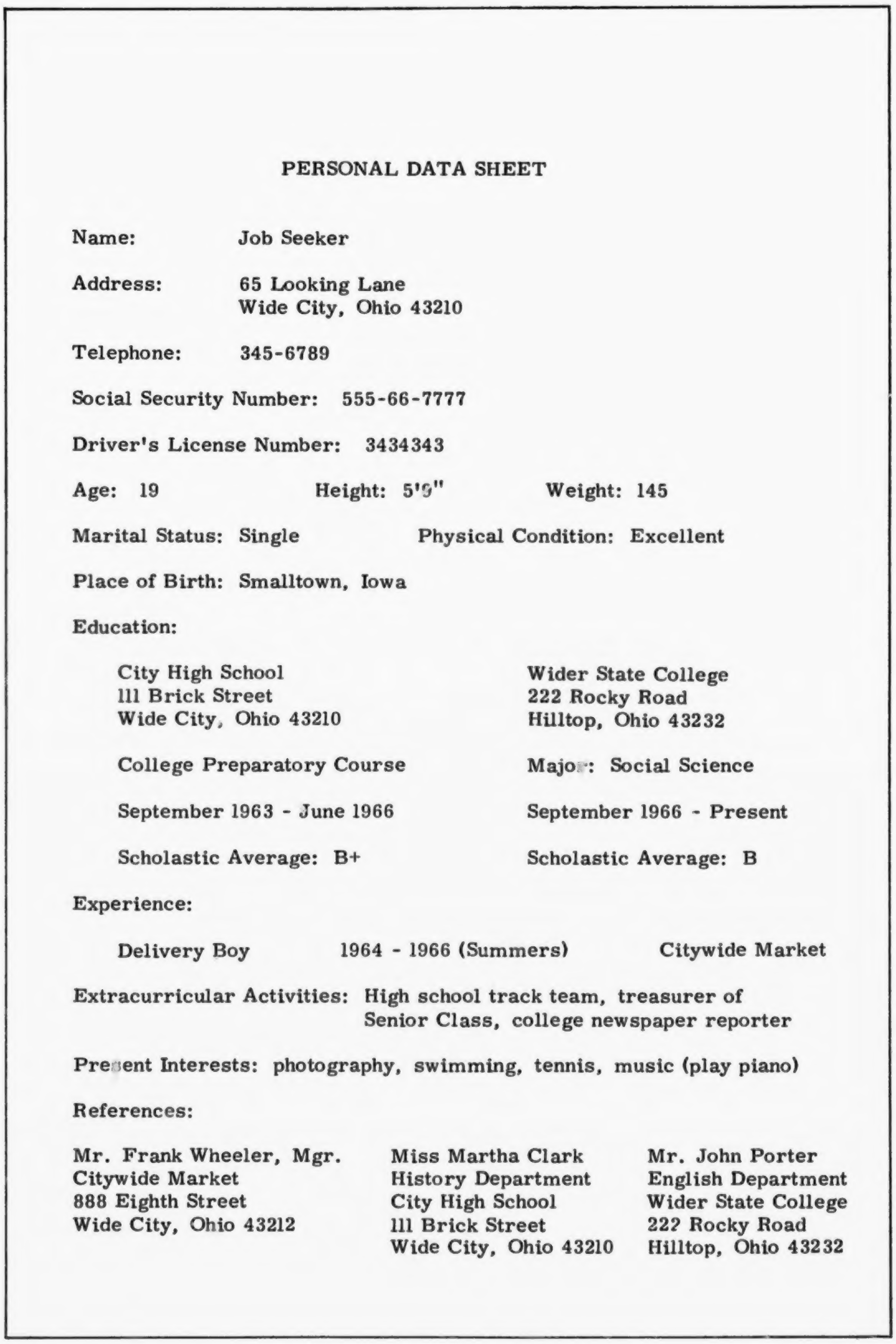
You may wish to include information about skills, talents, or other special qualifications. Many applicants very modestly overlook some things they can do well, just taking these accomplishments for granted. Employers may be interested in such things as typing skills, blueprint reading, playing a musical instrument, or understanding another language.

Even work experience can be presented – instead of just chronologically – in a way that emphasizes the skills you have acquired. Employers may be less interested in the specifics of *where, when* and *how long* you worked than in the total *what* your jobs added up to. You can do this in a few lines.

Activities and interests outside of work or outside of school are generally included in the résumé. They may be indirectly related to some jobs or they may simply indicate the kind of person you are. Employers are often as much concerned with the kind of person who works for them as with his work skills.

Three references are ordinarily offered, representing people who either know directly what work skills you have or know you as a person of good character. Before you list any names in a résumé, ask the permission of these people to do so. If you have more than three people who would recommend you, add "Additional references available on request."

One reason the résumé can be brief is that much information must be left for the interview with an interested employer. Salary is this kind of information. The amount of pay you're after is best left for the interview. You might not reach the interview stage if the employer thinks you're asking too much, or too little!



PERSONAL DATA SHEET

Name: Job Seeker

Address: 65 Looking Lane
Wide City, Ohio 43210

Telephone: 345-6789

Social Security Number: 555-66-7777

Driver's License Number: 3434343

Age: 19 Height: 5'9" Weight: 145

Marital Status: Single Physical Condition: Excellent

Place of Birth: Smalltown, Iowa

Education:

City High School 111 Brick Street Wide City, Ohio 43210	Wider State College 222 Rocky Road Hilltop, Ohio 43232
College Preparatory Course	Major: Social Science
September 1963 - June 1966	September 1966 - Present
Scholastic Average: B+	Scholastic Average: B

Experience:

Delivery Boy	1964 - 1966 (Summers)	Citywide Market

Extracurricular Activities: High school track team, treasurer of Senior Class, college newspaper reporter

Present Interests: photography, swimming, tennis, music (play piano)

References:

Mr. Frank Wheeler, Mgr.
Citywide Market
888 Eighth Street
Wide City, Ohio 43212

Miss Martha Clark
History Department
City High School
111 Brick Street
Wide City, Ohio 43210

Mr. John Porter
English Department
Wider State College
222 Rocky Road
Hilltop, Ohio 43232

Since the résumé stands for you until you sit down at the interview, you should make it look good. Employers should be sent either typed originals (not carbon copies) or neat duplications of a typed original. Photocopies or mimeographed copies, on good quality paper, give your résumé an acceptable appearance. The résumé often is a most important part of your job search.

A FEW CAUTIONS. It was suggested earlier that, in trying to find jobs, some people may have to "try harder." They must not try so hard, however, that they give the wrong impression. They must not sell themselves short. Out of desperation for a job, they must avoid asking for "any job."

Employers should be told the qualifications a person has for a specific job. More general qualifications may also be mentioned, such as "get along well with people" or "always finish assignments on time." Specific qualifications for *this* job and particular interest in working for *this* employer are to be emphasized.

Although the résumé helps to prepare you for the interview, you must come prepared with other material. You may be asked to show any of the following documents. Have them handy.

Social security card
Record of birth
Draft card
Driver's license
Work permit
School transcript

Also be prepared to tell which school subjects you liked best and least.

Many printed materials are available on effective handling of job interviews. One of the most helpful—and available free of charge—is called *Making the Most of Your Job Interview.* For a copy, write the New York Life Insurance Company, 51 Madison Avenue, New York, N.Y. 10010.

When an employer fails to respond favorably to your efforts, don't write him off your list of prospects. End every interview on pleasant terms and send each employer a letter of thanks for the interview. He may remember you for a later opening.

If you use a private employment agency, extra caution may be in order. Some agencies collect a fee from the employer for each job placement, but others collect a fee from the person placed. Be sure of the particular arrangement made with you and read all

HOW TO CHANGE FROM JOB-SEEKER TO JOB-FINDER

Tell relatives, friends, neighbors that you're looking.
Tell your minister, rabbi, or priest; your doctor and dentist.
See your school counselor or placement officer.
Tell teachers, advisors, or other school personnel.
Alert school or college alumni associations.
Alert your librarian and local businessmen you deal with.
Get in touch with any employers you have worked for.
Examine the classified telephone directory for employer names.
Telephone prospective employers for interview appointments.
Pay personal visits to places of employment.
Send letters of application to likely employers.
Read bulletin boards at supermarkets and other places.
Read classified ads ("Help Wanted") in newspapers.
Read classified ads in trade and professional magazines.
Visit unions and trade and professional associations.
Visit chambers of commerce and manufacturers' associations.
Visit fraternal organizations, service clubs, other social groups.
Visit churches and synagogues and religious organizations.
Register at the State Employment Service office.
Register at private employment agencies for permanent jobs.
Register at special private agencies for temporary jobs.
Register at Volunteer Bureau for non-pay jobs.
Apply at local, state and Federal civil service offices.
Put "Situation Wanted" ads in daily and weekly newspapers.

the fine print before you sign any agreement. If you are doubtful about the agency, check its reputation with your local Better Business Bureau or Chamber of Commerce.

Speaking of business—if you are interested in going into business for yourself, you can get a good deal of information and guidance from the Small Business Administration. This Federal agency publishes much useful material and has regional offices all around the country. Its main office address is Small Business Administration, Washington, D. C. 20416. The addresses of the eight Area Offices are listed in *Appendix A.*

You will find additional hints on *How to Find Jobs* scattered throughout the chapters of this book. Following these hints in your job hunt may lead to Happy Hunting!

Part 1.

PART-TIME JOBS

Part-time jobs *are available all through the year. Many students work at part-time jobs while attending school. Some of these jobs are right in school; others are arranged in cooperation with the school. Jobs not connected with school are also given attention in this section.*

A report from the U.S. Department of Health, Education and Welfare indicates that "twenty per cent or more of workers in professional and technical occupations, sales, and private household work, prefer part-time employment."

Part-Time Jobs:

FOR HIGH SCHOOL AGE

Though some of the jobs listed here are appropriate for those of pre-high school age, legal age limitations may restrict those who are too young. Age requirements regarding employment are presented in **Appendix B,** *at the back of this book. Some of the jobs listed here may be appropriate for those beyond high school age, since no age category can take into account the many individual differences of this book's readers.*

CHAPTER 4

JOBS CONNECTED WITH SCHOOL

MANY HIGH SCHOOLS have special programs that combine studying with working. These are often called work-study programs. Other terms used are work experience, cooperative education and distributive education. They are all alike in dividing the school week – sometimes the school year or the school day – so that part of it is spent at work.

JOBS IN SCHOOL. Some work-study programs involve jobs performed right in the school. Such as:

Clerk in record office
Mail sorter
Messenger
Library aide
Book room helper
Counselor's assistant
Projector operator
Nurse's helper
Cafeteria helper
Laundry helper
Custodian's helper
Supply room helper
Gardener's helper
Warehouse helper
Elevator operator
Telephone switchboard operator

Since these jobs are performed in school during school hours as part of the school program, school credit is given for them instead of pay. Only one period a day is ordinarily devoted to this work. Much is learned and classroom learning is itself increased by the practical knowledge gained from these in-school jobs.

Certain in-school jobs do provide pay for members of low-income families under the Neighborhood Youth Corps program of the U. S. Department of Labor. Work up to 15 hours a week may be available in jobs like the ones listed above.

JOBS OUTSIDE SCHOOL. Jobs outside of school are arranged for seniors, and often juniors, who are 16 or older. These students usually spend four hours a day at school and four hours at work. In some programs, students are at school from September to January and at work from January to June. Whichever the arrangement, students generally receive both school credit and regular pay. Here are the kinds of jobs in these work-study programs:

- *Cashier*
- *Waitress*
- *Bus boy*
- *Service station attendant*
- *Telephone operator*
- *Theater usher*
- *Shipping clerk*
- *Mail clerk*
- *Janitor*
- *Delivery boy*
- *Nurse's aide*
- *Sales clerk*
- *Stock clerk*
- *Typist*
- *Stenographer*
- *Office clerk*
- *Receptionist*
- *Auto mechanic*
- *Shoe repairman*
- *Meatcutter*

A number of these jobs represent fairly specialized occupations for which the combination of work and study qualifies students. This applies particularly to vocational education students, but often applies to others. Telephone operators as well as auto mechanics, for example, are prepared for these occupations through work-study programs.

A special type of work-study program, called *Distributive Education,* prepares students for retailing and marketing occupations. In this case, too, as with other specialized occupations, the course of study in school is closely related to the kind of work on the job. Distributive Education involves such areas as newspaper distribution, milk delivery and wholesale grocery selling, in addition to the broad area of retail selling. Besides some of the jobs already listed, jobs in this type of program include advertising assistant, display helper, checker and credit interviewer.

As with in-school jobs, certain out-of-school jobs are sponsored for members of low-income families, under various Federal programs, the largest being the Neighborhood Youth Corps. These jobs generally provide a public service as well as personal benefit. They include the following:

- *Draftsman aide*
- *Auto mechanic's helper*
- *Playground attendant*
- *Arts and crafts assistant*
- *Librarian's aide*
- *Office machine operator*
- *Landscape assistant*
- *Nursery school attendant*
- *Dietitian's assistant*
- *Hospital orderly*

CHAPTER 5

JOBS CONNECTED WITH HOMES

IT TAKES A LOT of work to keep a home running. There are jobs to be done inside the house and outside the house. Since a home is more than a house, some of the jobs to be done involve people living in the house.

Many part-time jobs are available in and around homes. You hear of them by word of mouth or see them listed in local newspapers and on shopping center bulletin boards.

Work connected with homes may also be less a "job" than a business opportunity. Some young people set themselves up in a business—individually or as a group—to help keep homes running. This is one way of "being your own boss."

The job possibilities suggested below might also be business opportunities. Though listed separately for boys and girls, most of these jobs could be performed by either.

JOBS FOR BOYS

Attic cleaning
Bird cage cleaning
Cleaning basement
Furnace care
Garage cleaning
House painting
Installing screens
Making repairs
Mowing lawns
Raking leaves
Removing rubbish
Removing screens
Shoveling snow
Spading garden
Sweeping walks
Trimming bushes
Washing or polishing cars
Washing venetian blinds
Washing walls
Watering lawns
Waxing floors
Window washing

Working with little ones is satisfying in many ways.

JOBS FOR GIRLS

Baby sitting
Dish washing
House cleaning
Ironing
Kitchen helper
Laundering
Letter writing
Mailing letters
Marketing
Mother's helper
Polishing silver
Reading to homebound
Shopping
Teaching dancing
Teaching sports
Tutoring
Typing letters
Wrapping gifts

CHAPTER 6

JOBS WHERE PEOPLE ARE SERVED

WHETHER WORKING for others or for oneself, a person can find many ways of being of service to other people. "Being of service" does not necessarily mean "serving" them. Some jobs involve direct service, but there are lots of jobs in which people are served indirectly.

Both direct and indirect service jobs are listed below. Some are relatively more appropriate for boys, others for girls; this distinction, however, is not hard and fast.

JOBS FOR BOYS

Animal hospital attendant
Auto wash attendant
Bellhop
Bootblack
Broker's runner
Bus boy
Butcher's helper
Caddy
Cleaning pick-up and delivery
Dish machine operator
Drugstore delivery
Elevator operator
Food order delivery
Grocery bagger
Hospital orderly
Janitor
Kennel boy
Merchandise wrapper
Messenger
Newspaper delivery
Park attendant
Parking lot attendant
Porter
Salesman
Service station attendant
Shipping clerk
Shoe repair
Soda dispenser
Stock clerk
Swimming pool attendant
Telegraph delivery
Usher
Vendor
Waiter

Getting along with people is essential in sales work.

JOBS FOR GIRLS

Beauty operator's helper
Bus girl
Carhop
Cashier
Checkroom attendant
Cook's helper
Counter girl
Demonstrating cosmetics
Dry cleaning clerk
Gift wrapper
Laundromat assistant
Library assistant
Manicurist
Model
Nurse's aide
Proofreader
Receptionist
Salad maker
Sales clerk
Sandwich maker
Usherette
Waitress

CHAPTER 7

JOBS IN OFFICES AND OTHER PLACES

OF THE JOBS listed in this chapter, those in offices can in general be performed by girls *or* boys – depending upon their skills. Most of the jobs "in other places" are more appropriate for boys, but a girl might be, for example, a laboratory assistant or a sewing machine operator.

JOBS IN OFFICES

Billing clerk
Bookkeeping clerk
Bookkeeping machine operator
Calculating machine operator
Duplicating machine operator
File clerk
Keypunch operator
Mail clerk
Messenger
Post-office worker
Receptionist
Secretary
Stenographer
Tabulating machine operator
Telephone operator
Teller
Timekeeper
Typist

JOBS IN OTHER PLACES

Assembler
Baker's helper
Carpenter's helper
Construction helper
Factory worker
Farm hand
Greenhouse worker
Laboratory assistant
Mechanic's helper
Metal machine operator
Nurseryman's helper
Photographer's assistant
Repairman's helper
Sewing machine operator
Sheet metal worker's helper
Surveyor's helper
Welder's helper
Wood machine operator

Part-Time Jobs:

FOR COLLEGE AGE AND OLDER

CHAPTER 8

JOBS CONNECTED WITH SCHOOL

PART-TIME JOBS have long been recognized as a means of meeting the higher cost of higher education. About half of all college men and about a fourth of all college women work at part-time jobs.

The substantial proportion of part-time workers among college students is highlighted by the B'nai B'rith Vocational Service national survey of affiliated Jewish high school youth. "Approximately 90% of the youth indicated that they expected to attend college," the survey found. "In addition, a considerable number expected to work part-time while going to college."

Besides the monetary value of part-time jobs, they have educational value in blending the practical with the theoretical. Classroom discussion can take on added meaning in the light of actual work experience.

Even greater value may result from working at a job closely related to one's field of study. Those who haven't decided on a field can explore one or more fields through part-time work. Such realistic try-outs may finally lead to finding out what major appears best.

Very valuable in the search for a major is a U. S. Department of Labor publication called *College Courses and Beginning Jobs* and included at the back under "Selected Readings and Resources." This booklet lists the "kinds of work" and the "hiring institutions" related to the following fields of study:

Accounting
Anthropology
Archeology
Art
Astronomy
Biology
Chemistry
Economics

English
Geography
Geology
History
Home Economics
Languages (Classical)
Languages (Modern)
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Religion
Sociology
Statistics

WORK-STUDY PROGRAMS. The value of course-related work is a major reason for the development of work-study programs at the college level. Such programs may also give students who have not settled on a particular field structured opportunities for occupational exploration.

As in high school programs of this type, work and study may take place concurrently or separately. The student may attend class and go to work during the same period of time, or he may spend one semester at school and the next semester at work.

Appendix C provides the latest list of colleges and universities offering work-study (commonly called cooperative education) programs. Readers who wish further information about these pro-

Physical attributes and poise can lead to modeling jobs.

grams may write to the National Commission for Cooperative Education, 52 Vanderbilt Avenue, New York, N.Y. 10017.

Long established work-study programs have more recently been supplemented by similar programs sponsored by governmental or other agencies. The College Work-Study Program administered by the U. S. Office of Education is designed for students from low-income families. Students may work up to 15 hours a week while school is in session and up to 40 hours during other periods.

A list of participating institutions may be obtained from the U. S. Office of Education, 400 Maryland Avenue, S.W., Washington, D. C. 20024, or from any of its regional offices *(Appendix D)*. Two-year institutions as well as four-year colleges participate in this program. Application is made directly to the institution.

For further assistance in choosing a particular college, there are several general guides available in any public library. Among more specific guides are the B'nai B'rith Vocational Service's *College Guide for Jewish Youth.* A similar guide under Catholic auspices will soon be available.

JOBS ON CAMPUS. Whether in work-study programs or not, part-time jobs may be on campus or off. The following are typical part-time jobs on campus.

Cafeteria helper
Cashier
Department assistant
Dormitory assistant
Editorial assistant
Gardener
Handicapped student's helper
Janitor
Laboratory assistant
Library aide
Lifeguard
Mail clerk
Parking lot attendant
Proofreader
Research assistant
Sales clerk
Secretary
Switchboard operator
Teaching assistant
Tutor
Typist
Usher

CHAPTER 9

JOBS IN OTHER PLACES

JOBS—LIKE GOLD NUGGETS—are where you find them, of course. They are also where you create them. You can sometimes find a job by finding a need, then filling it.

Lots of jobs are listed here, in accordance with their relative appropriateness for men or women. Readers may also wish to consider jobs listed in previous chapters.

Many of the jobs listed lend themselves to "being your own boss." You might be able to perform these jobs as businesses of your own.

JOBS FOR MEN

- *Advertising salesman*
- *Animal breeder*
- *Bartender*
- *Bill collector*
- *Billiard parlor attendant*
- *Caretaker*
- *Caterer's assistant*
- *Chauffeur*
- *Computer programmer*
- *Counterman*
- *Custodian*
- *Dance instructor*
- *Day camp counselor*
- *Draftsman*
- *Engineering aide*
- *Funeral parlor assistant*
- *Furniture repair*
- *Groundskeeper*
- *Guard*
- *Handyman*
- *Hospital orderly*
- *Hotel clerk*
- *Insurance salesman*
- *Machinist*
- *Maintenance worker*
- *Messenger*
- *Museum aide*
- *Night watchman*
- *Photographer*
- *Playground director*
- *Postal clerk*
- *Presser*
- *Racket restringing*
- *Radio and TV repair*

Real estate salesman
Routeman
School crossing guard
Sight-seeing guide
Sports instructor
Subscription salesman
Tailor
Taxicab driver
Ticket seller
Ticket taker
Traffic counter
Truck driver
Truck loader
Washroom attendant

JOBS FOR WOMEN

Animal care
Bank teller
Bird and fish care
Bookbinder
Bookkeeper
Catering service
Census taker
Ceramics and other art work
Chaperone
Clipping news items
Commercial art
Companion
Cooking and baking
Dancer
Demonstrating kitchen utensils
Dental assistant
Driving
Election booth worker
Elevator operator
Embroidery
Fashion designer
Florist shop
Flower arranger

Waiting on tables: one way of meeting college expenses.

Flower grower
Governess
Grocery checker
Hair stylist
Homemaker
Hospital admissions clerk
Hostess
Hotel maid
House minder
Information clerk
Instrumental music
Interior decorating
Invalid care
Inventory control
Knitting
Librarian
License bureau clerk
Local news reporter
Mailing service
Nursery school assistant
Office cleaner
Party helper
Physician's assistant
Plant care
Practical nurse
Proctor
Refreshment stand
Religious worker
Rest room attendant
Restaurant hostess
School teacher
Sewing
Shopping and marketing
Singer
Social work aide
Store minder
Survey interviewer
Synagogue or church aide
Teaching arts and crafts
Teaching bridge and other games
Telephone answerer
Telephone solicitor
Theater cashier
Walking dogs
Weaving

Mature women must recognize the added value of their maturity, which is appreciated by many employers. A married woman long away from work may offer employers the benefit of her experience in "working" with people; a husband and children often provide a complete curriculum in human relations. Raising children effectively and running a house efficiently produce full-time skills certainly applicable to part-time jobs.

CHAPTER 10

JOBS THAT ARE DIFFERENT

JOBS OF THE USUAL SORT are often so highly competitive that it is worth considering jobs off the beaten track. Such jobs may call for special qualities like initiative, special skills either physical or mental, or special personality traits.

Some of these jobs may be performed as one's own boss; some are more likely to be done for others.

Auctioneer
Barker
Blood donor
Chick sexer
Chimney sweep
Comparison shopper
Disc jockey
Frog hunter
Guide-dog instructor
Insect collector
Judo instructor
Language expert
Magician
Museum worker
Music therapist
Pall bearer
Parachute jumper
Research subject
Santa Claus
Security investigator
Skin diver
Trampoline instructor
Umpire
Weather observer

Most of the above jobs, though "different," are self-explanatory. Some of them, however, may need clarification.

What in the world is a chick sexer? Well, when baby chickens are only a day old, it's hard to tell the boys from the girls. Boy chicks must be selected for service on the firing line – as broilers. Girl chicks stay at home and lay eggs. This division of labor requires boy-chick-girl-chick differentiation by a chick sexpert called a chick sexer.

A comparison shopper is an expert who compares the prices (and values – not the same thing) of merchandise in various stores. Whether or not these stores are directly competitive with the comparison shopper's, their prices are a guide to the setting of regular prices and sale prices.

"Language expert" deserves an extra emphasis. A foreign language is too often considered a handicap. It is actually *handy* in many work situations. Conversing with customers, guiding visitors, interpreting and translating – these are only a few of the situations in which employers may well favor an employee with a second language.

A familiar sight at Christmas is the Santa Claus stationed in or out of stores. With imagination, other seasons might provide similar jobs. At Easter, what about a big Bunny? At Halloween or Thanksgiving, why not a Great Pumpkin?

A so-called security investigator may or may not be involved with security. Sometimes he does check on employees carrying packages out of the store, office, or plant. But he may also check on the way employees wait on customers or otherwise represent their employers.

For more on jobs that are different, readers may wish to consult *Jobs in Unusual Occupations,* by Feingold and List and listed in the back under Selected Readings and Resources.

Part 2.

SUMMER JOBS and OTHER TEMPORARY JOBS

During the summer *and other vacation periods, the possibilities are greater for full-time jobs. One reason, of course, is that students and others may become available to work full time. Another important reason is that many full-time jobs become available for temporary periods during the summer and other vacations.*

Replacement of regular employees provides numerous *opportunities for temporary, full-time workers. Since regular employees generally prefer to take their vacations during the summer, a temporary job may cover a whole series of such vacations and thus last all summer.*

Other temporary jobs result from the need for additional full-time employees during the summer or other seasons. Christmas is a notable season requiring many more employees than usual, particularly in post offices and in department stores and other retail businesses. At Easter, business is brisker in stores that sell candy and flowers.

It must be emphasized that job opportunities that are full-time during special seasons exist all through the year as well, but on a part-time basis. Any of the part-time jobs mentioned in previous chapters may become full-time possibilities during particular periods of the year. This is especially true of summer, when full-time jobs bloom like the flowers that bloom in the spring, tra-la.

Since summer jobs bloom like annuals, there are directories published every year listing specific summer job opportunities. Here are three such directories and their sources:

Summer Employment Directory
of the United States
National Directory Service
Box 32065
Cincinnati, Ohio 45232

Summer Employment Guide
National Employment Services Institute
1750 Pennsylvania Avenue, N.W.
Washington, D. C. 20006

Summer Employment Guide
University Publications
Box 20133
Denver, Colo. 80220

With summer jobs in great demand, it is very important to start looking early and applying early. For many summer jobs, January is none too early to apply.

It's worth looking and applying, because instead of just spending a summer, you may be able to invest your summer.

CHAPTER 11

JOBS THAT BLOOM IN THE SUMMER

WHERE DO added employment opportunities blossom out during the summer? The following represent areas of increased summer activity.

Air conditioning companies
Air transportation
Amusement parks
Animal hospitals
Antique shops
Auto sales, new and used
Auto supply stores
Awning repair shops
Baseball parks
Beach clubs
Beaches
Botanical gardens
Bowling alleys
Cafeterias
Camera shops
Camps
Candy stores
Canneries
Car washes
City and county parks
Community centers
Concessions
Construction
Country clubs
County fairs
Dairy products stores
Day camps
Drive-in theatres
Drive-in restaurants
Driving ranges
Drug stores
Dry cleaning stores
Dude ranches
Excursion boats
Farms
Fishing boats and piers
Fishing tackle stores
Food stores
Garages
Gardening
Gift shops
Golf courses
Grounds maintenance
Highway repair
Hobby shops
Home servicing companies
Hospitals
Hotels
Ice companies
Ice cream factories
Ice cream distribution
Ice cream parlors

Supermarkets often depend on students for summer help.

Ice-skating rinks
Junk dealers
Kiddielands
Landscaping
Laundries
Laundromats
Logging camps
Miniature golf courses
Motels
Movie theaters
Museums
National parks

Construction work pays well and keeps you in shape.

JOBS THAT BLOOM IN THE SUMMER

Nurseries and greenhouses
Parking lots
Pet shops
Playgrounds
Railroads
Ranches
Recreation centers
Refreshment stands
Resorts
Restaurants
Riding stables
Rifle ranges
Roller rinks
Sawmills
Service stations
Settlement houses
Shoeshine parlors
Sightseeing buses
Soda fountains
Soft drink delivery
Souvenir stands
Sporting goods stores
State parks
Summer stock theaters
Swimming pools
Taxi driving
Tennis clubs
Travel bureaus
Yacht clubs
Zoos

Summer Jobs and Other Temporary Jobs:

FOR HIGH SCHOOL AGE

CHAPTER 12

JOBS AT HOTELS AND RESORTS

SUMMER RESORTS, hotels and motels are "naturals" for summer employment. Though some of the jobs are more natural for boys than for girls, many of the jobs listed separately here might be done by either.

JOBS FOR BOYS

Beach boy
Bellhop
Boat caretaker
Busboy
Caddy
Dishwasher
Elevator operator
Food checker
Fountain helper
Gardener
Grounds worker
Kitchen helper
Life guard
Maintenance helper
Stable attendant
Stock clerk
Swimming pool attendant
Waiter

JOBS FOR GIRLS

Cafeteria server
Cashier
Gift shop clerk
Laundry worker
Maid
Nurse's aide
Office worker
Room clerk
Switchboard operator
Waitress

"Those of High School Age" may also be qualified for jobs listed in Chapter 15, *For College Age and Older*. That chapter includes a section that may be of special interest, on the "Borscht Circuit."

CHAPTER 13

JOBS AT CAMPS

MANY OF THE SAME jobs available at hotels and resorts (listed in Chapter 12) are available at camps. Individuals of high school age may also be qualified for camp jobs listed in Chapter 16.

There are camps of all kinds, including private profit-making camps, Boy Scout camps and Girl Scout Camps, YMCA and YWCA camps, and camps that cater to Jewish youth.

A *National Directory of Jewish Camps* is published annually by Camp Advisory Bureau, P.O. Box 9625, 7320 Yorktown Drive, Norfolk, Virginia 23505.

A *Directory of Resident Summer Camps* (under the auspices of Jewish communal organizations) is published from time to time (at $1.00) by Jewish Community Center Services, National Jewish Welfare Board, 15 East 26th Street, New York, N.Y. 10010.

Resident summer camps differ from day camps, which are attended by campers who return home every day. Some camps have campers attend for a week or two; other camps are attended all summer long. While campers may come and go, however, summer camp *jobs* are generally for the whole summer.

Children and adults with physical or other handicaps have increasing numbers of summer camps available for them. A *Directory of Camps for the Handicapped,* prepared in cooperation with the American Camping Association, may be obtained for $1.00 from National Easter Seal Society for Crippled Children and Adults, 2023 West Ogden Avenue, Chicago, Ill. 60612.

For a general directory of summer camps, write American Camping Association, 342 Madison Ave., New York, N.Y. 10017.

2

CHAPTER 14

CIVIL SERVICE JOBS

ALL LEVELS OF GOVERNMENT offer opportunities for summer-time employment. Summer jobs may be obtained with the Federal government, state governments, county governments and city, town, or village governments.

"Civil service" distinguishes such employment from military service. Although government workers are sometimes jokingly said to be neither civil nor servants, they perform important functions in our society. Many kinds of work are recognized as best carried out by a government agency.

Most government jobs are obtained through civil service examinations. Civil service tests are not required, however, for all government jobs. Jobs with local units of government frequently require no tests.

What jobs are there with local government? These jobs include a good many of those already mentioned in previous chapters. Some result from replacement needs, while others relate to special seasonal activities of various government agencies.

Examples of local government jobs listed below are mainly for boys. Girls may find jobs as laboratory assistant, library aide, nurse's aide, office worker, stenographer and typist.

Beachcomber
Building cleaner
Garbage collector
Gardener's helper
Grave digger
Highway worker
Hospital orderly
Lifeguard
Maintenance helper
Playground attendant
School janitor
Street cleaner
Surveyor's helper
Swimming pool attendant

To obtain information about state government jobs, write to State Civil Service Department at your state capital. For information about local government jobs, inquire at your city hall.

Labor Department trainees learn to transplant a tree.

FEDERAL JOBS. The Federal government is more likely to require civil service tests. It is also less likely to have jobs for those under 18. Under two special plans, however, Federal agencies do offer job opportunities to high school students.

Under the Student Assistant plan, which requires no examination for most positions, there are some summer jobs for students who are taking courses related to the work involved. Federal agencies participating in this plan include the following:

Department of Agriculture
Department of the Air Force
Department of Commerce
Department of Health, Education, and Welfare
Department of the Interior
Department of Labor
General Services Administration
National Capital Planning Commission
Smithsonian Institution
Veterans Administration

The Student Trainee plan is for those who have been admitted to a college to specialize in one of the fields in which these jobs are available. High school seniors may be accepted for the sum-

mer following their graduation. Qualifying examinations are required. Participating Federal agencies include:

Department of Agriculture
Department of the Air Force
Department of the Army
Department of Commerce
Department of Health, Education, and Welfare
Department of Housing and Urban Development
Department of the Interior
Department of the Navy
Treasury Department
Federal Aviation Agency
Federal Communications Commission
Federal Power Commission
National Aeronautics and Space Administration
Veterans Administration

Entry to jobs with government agencies at all levels is often possible on the basis of typing skill, since this skill is essential in so many types of government work. (No pun intended!)

Appendix E **lists the addresses of offices of the U. S. Civil Service Commission where applications may be obtained and filed.** *Summer Jobs in Federal Agencies,* **a helpful booklet available from these offices, carries an important reminder on its cover: "Apply early to receive maximum consideration."**

For a civil service job, it is best to apply by December of the year before the summer that you want to work.

Please show him every possible courtesy

Summer Jobs and Other Temporary Jobs:

FOR COLLEGE AGE AND OLDER

CHAPTER 15

JOBS AT HOTELS AND RESORTS

Hotels, motels and summer resorts offer numerous job possibilities for men and women in or out of college. "Out" means once in and now out, or never in. These ins and outs may determine, of course, which of the jobs listed below are possible for particular persons. Since sex is another possible determinant, the jobs are presented in three rough categories.

JOBS FOR MEN

Athletic director
Baker
Bartender
Bus driver
Fountain clerk
Houseman
Maintenance man
Meat cutter
Night watchman
Ride attendant
Service station attendant
Truck driver
Waiter
Waterfront director
Wrangler
Yardman

JOBS FOR WOMEN

Bookkeeping machine operator
Comptometer operator
Dietitian
Hostess
Kitchen supervisor
Menu maker
Nurse
Stenographer
Typist
Waitress

JOBS FOR MEN OR WOMEN

Bookkeeper
Cook
Dining room supervisor
Grocery Clerk
Guide
Musician

Pantry supervisor
Sales clerk
Social director
Sports instructor
Ticket seller
Ticket taker

Hotels and related enterprises in National Parks are run by private "concessioners." The names and addresses of these concessioners appear in *Appendix F*.

THE "BORSCHT CIRCUIT." An active concentration of hotels and resorts is located in the foothills of the Catskill Mountains, about a hundred miles from New York City. Almost cities in themselves, some of these resorts attract guests from around the world. The area is sprinkled, however, by hundreds of smaller vacation spots.

These resorts and hotels advertise in numerous newspapers and magazines. Regular ads usually appear in the Saturday issues of the *New York Post* and the Sunday editions of *The New York Times*. One way of applying for jobs is to write directly to the hotels and resorts that advertise.

Information about specific job openings at these hotels may also be obtained from the following sources. The first source listed has been recommended to the author as especially fruitful.

Sullivan County
Hotel Association
Box 390
Monticello, N.Y.

Chamber of Commerce
Monticello, N.Y.

Chamber of Commerce
South Fallsburgh, N.Y.

New York State Hotel
and Motel Association
141 West 51st Street
New York, N.Y. 10019

New York State
Employment Service
247 West 54th Street
New York, N.Y. 10019

The last source listed provided the following general information regarding resort jobs:

> "Opportunities vary with experience, type and size of hotel, etc. Openings are available . . . for *experienced* resort workers 18 years of age or older. Proof of age . . . must be presented by all applicants under 21 years of age when they register for employment."

The State Employment Service office requires:

> "a personal interview before making a job offer. In addition, most employers require a personal interview before hiring. The employer interviews are usually held during the months of May and June in New York City, either in our office or in the employer's New York City Office."

Hotels and resorts depend on part-time and summer help.

"Here are the facts [concludes this generous source of information] "about resort jobs:

1. The employee pays his own fare to and from the job.
2. The employer provides room and board on the premises. Living quarters are shared with co-workers. There are no private accommodations.
3. There are no openings available for anyone who must take a member of his or her family along to the job.
4. There is generally a 7-day work week in resorts, with some time off arranged.
5. Some jobs require working a split shift; others require evening work.
6. Some resorts do not permit the staff to mingle with guests or to use guest facilities.

"SHOW BIZ." Related to hotels and resorts, or operated separately, are summer theaters. These offer a variety of jobs, from stagehand to ticket-taker to actor and actress. For $2.00 you can obtain a booklet, *Summer Theaters,* which lists playhouses in the United States and Canada. The source is *Show Business,* 136 West 44th Street, New York, N.Y. 10036.

CHAPTER 16

JOBS AT CAMPS

SUMMER CAMPS of all kinds tend to offer "equal opportunities" for men and women because there are camps for both sexes – whether separately or together. The jobs listed here may therefore be available to qualified *men or women*. One camp job in which women specialize, however, is that of nurse.

While camp counselors generally supervise campers in cabins, they specialize, too, frequently focusing on supervision of the following types of activities:

Archery
Arts and crafts
Astronomy
Baseball
Basketball
Boating and canoeing
Ceramics
Dancing
Dramatics
Fencing
Films
Folk dance
Folk music
Golf
Gymnastics
Hiking
Indoor games
Journalism
Judo
Music
Nature lore
Overnight camping
Painting
Photography
Pioneering
Religion
Riding
Riflery
Song leading
Swimming
Tennis
Track and field
Trampoline
Trips
Water sports
Woodcraft

Men and women with experience or special qualifications may fill such jobs as camp director, food supervisor, health super-

A swimming counselor must be trained and qualified.

visor, program consultant, business manager, unit leader and waterfront director.

Several camp directories—and where to get them—are listed in *Chapter 13*

Job placement services, for a nominal charge or none at all, are available from the following agencies:

American Camping Assn.
342 Madison Avenue
New York, N.Y. 10017

Camp Counselor
Placement Service
Box 145
Tuxedo, N.C.

Counselor Placement Bureau
Association of Private Camps
55 West 42nd Street
New York, N.Y. 10036

Federation Employment and
Guidance Service
215 Park Avenue South
New York, N.Y. 10003

Professional Placement
Center
Camp Unit
444 Madison Avenue
New York, N.Y. 10022

CHAPTER 17

TEMPORARY OFFICE JOBS

MANY JOBS IN OFFICES become available during the summer and certain other periods. Replacement of office workers on summer vacation was mentioned previously. Such replacement jobs sometimes extend over the whole summer.

Other temporary jobs assist regular employees during rush seasons. Most office operations have especially busy periods of the year during which additional workers are needed. The Christmas season is a peak period in many offices as well as in stores.

Pre-vacation periods also offer temporary job opportunities. These are periods when businessmen and other employers are busily cleaning up their work before going on vacation. March and April are often clean-up times.

Clerks and typists are the major types of temporary jobs available in offices. Job-seekers with special skills may be hired as stenographers or secretaries. Other special skills may lead to other special assignments.

Both women and men are sought for temporary office jobs. Four employment agencies especially active in filling such jobs are mentioned below. They can provide further information. They may even provide short courses to prepare applicants to obtain jobs.

Since four of these "temporary help" agencies have offices from coast to coast, the simplest procedure is to look them up in your local telephone directory: Employers Overload; Kelly Services; Manpower, Inc.; and Western Girl, Inc.

The fifth employment agency handles temporary jobs in the New York City area: Association of Temporary Office Services, 22 East 40th Street, New York, N.Y. 10016.

For temporary jobs – as well as part-time jobs – throughout the year, you may also seek assistance from your local State Employment Service office. The addresses of these offices are listed in your telephone directory under *United States Government*, then, *Labor, Department of.*

CHAPTER 18

CIVIL SERVICE JOBS

JOBS WITH GOVERNMENT AGENCIES, discussed in *Chapter 14* with regard to those of high school age, are generally more accessible to those of college age or older. Added education and added experience are more likely to qualify applicants for many government jobs.

This holds for the Student Trainee and Student Assistant jobs in Federal agencies, previously listed. Also to be noted is that these jobs may be renewable for additional summers without further examinations to those who show promise.

Another way of entering Federal summer employment is through the examination for Office and Science Assistant. Passing the examination may qualify one for such jobs as clerk, typist, stenographer, office machine operator and assistant in a number of scientific or liberal arts fields. The minimum age at the time of appointment is 18 for all except high school graduates, who must be at least 16.

Post office jobs during the summer are available in many localities, on the basis of local post office needs. Competitive examinations are held for this purpose. Also available locally are summer jobs in recreation—such jobs as playground director and waterfront director.

"Blue-collar" jobs are available in some Federal agencies during the summer. These jobs involve work as a laborer or as a helper. Laborer jobs require no particular kind of education or experience. Jobs as helper call for some appropriate experience; some experience in carpentry is required, for example, for a job as carpenter's helper.

Among Federal agencies offering blue-collar jobs are the National Park Service and the U. S. Forest Service. Laborers in the National Park Service maintain trails, camp sites and other facilities, or do work of a related nature. Forest Service laborers perform similar work. Other Forest Service jobs include forestry aide, surveying aide and fire crewman, as well as more common jobs like cook and clerk.

Summer civil service jobs are increasingly available in city and county agencies and in other local government agencies. These units of government can be found in the telephone directory.

The Federal government does offer some unusual job opportunities. A person with a particular desire to work for a member of Congress, for example, might qualify for a position as summer intern. Interest in such work should be expressed to one's own Congressman, together with the reasons for seeking this special type of summer employment.

Summer interns are regularly employed by the Office of Economic Opportunity to expose college students to the objectives and operations of this Federal program. Interested persons should

Summer interning can start a career in government.

write the Summer Intern Program, Office of Economic Opportunity, Washington, D. C. 20506.

Year-long job opportunities of a special nature are also available in Federal programs. Very special are the fifteen opportunities for promising persons under age 36 to assist high-level government officials within the executive branch. Information may be obtained from The President's Commission on White House Fellows, The White House, Washington, D. C. 20500.

United States Office of Education Fellows receive one-year assignments with assistant commissioners and associate commissioners. Twenty Fellows are selected; they must be under 35 years of age. For further information, write Employee Development Branch, HEW North Pent House, 330 Independence Avenue, N.W., Washington, D. C. 20201.

Additional opportunities are available for internships with Federal, state, and local governments. Information can be obtained from the following sources: National Center for Education in Politics, 46 Washington Mews, New York, N.Y. 10003; Democratic National Committee, 1730 K Street, N.W., Washington, D. C. 20006; Young Republican National Federation, 1625 Eye Street, N.W., Washington, D. C. 20006.

A word is in order regarding the work of filling out applications. Since a large number of separate Federal agencies offer summer employment, the number of forms to fill out can be formidable. To lighten this heavy paper work, you can file some applications that cut across departments or apply to different positions.

Ask about this when you obtain applications from the nearest Interagency Board of the United States Civil Service Commission. The locations of interagency boards are listed in *Appendix E.*

CHAPTER 19

COMMUNITY SERVICE JOBS

THIS CHAPTER and the next one are placed just before the section on "Volunteer Jobs" because of some overlap. That is, some community service jobs and some opportunities overseas may not result in monetary gain. The profit they provide may be of the intangible kind associated with volunteer work. Other community service and overseas jobs, however, do yield a "net gain."

Community service jobs have been stimulated in recent years by the many projects supported by public funds, by private foundations and by other organizations. Job opportunities have also been stimulated by the increased acceptance of workers without complete professional preparation. Whether called "sub-professionals," "pre-professionals," or "non-professionals," such workers can make valuable contributions to community progress.

Examples are included in this chapter of volunteer-type jobs that offer some remuneration, perhaps enough for the financial needs of a number of readers. Otherwise, jobs of this type are included in the section on "Volunteer Jobs."

An anti-poverty program in Columbia, Missouri, has offered modest pay, during the summer, for helping "students to get jobs in order to return to school." Pay was also offered by two programs geared to potential dropouts among elementary school children. These "cultural enrichment" programs were located in Cumberland, Maryland, and Leominster, Massachusetts.

In Richmond, California, residents of particular neighborhoods have been employed as paid "police community aides." They assist in developing and maintaining effective relationships between the police and the community.

Appalachian Volunteers receive room and board plus a sub-

Volunteer dance teacher shows how to a neighborhood group.

sistence allowance for helping to build one-room schoolhouses, collect and sort books, or teach youngsters. For information, write Council of the Southern Mountains, CPO 2307, Berea, Ky. 40403.

Students majoring in social science are eligible for paid jobs in social agencies, plus seminars and field trips led by professionals. Information is available from the National Commission for Social Work Careers, 345 East 46th Street, New York, N.Y. 10017.

Community service and related projects sponsored by the American Friends Service Committee sometimes provide pay. These projects have involved work with emotionally disturbed and mentally retarded children and adults, culturally disadvantaged children, juvenile offenders and Negroes seeking civil rights. The address of the American Friends Service Committee is 160 North 15th Street, Philadelphia, Penna. 19102.

Summer opportunities for service exist in many hospitals and "homes," whether serving those with physical, emotional, or mental ailments. The desperate need for personnel creates paid employment for recreation aides, psychiatric aides, occupational therapy aides and other assistants. A special program for "student professional assistants" in mental hospitals is run on a work-study basis by the Western Interstate Commission for Higher Education located at Boulder, Colo.

Some states employ mental health aides, through their relevant departments. One such program has been run by the Connecticut State Department of Mental Health, 79 Elm Street, Hartford, Conn.

Opportunities for service in your community may be known to the Community Welfare Council or Health and Welfare Council (or similar designation) and the local chapter of the National Association of Social Workers.

For a free listing of such opportunities, request the booklet, *Choose Your Summer Job Now,* from the National Federation of Settlements and Neighborhood Centers, 232 Madison Avenue, New York, N.Y. 10016. Another free listing, called *Scope,* may be obtained from U. S. National Student Association, 2115 "S" Street, N.W., Washington, D. C. 20008.

Readers may also find help from two B'nai B'rith Vocational Service publications, each 35 cents: *Careers in Community Relations Work* and *Careers in Social Group Work in Jewish Agencies.*

The shortage of personnel is so great in Jewish, Catholic, Presbyterian and other community service agencies that it has been reported that hundreds of jobs "are going begging." You may want to ask for one.

CHAPTER 20

OPPORTUNITIES OVERSEAS

THE WORD "opportunities" heads this chapter, instead of "jobs," since *paying* jobs overseas are relatively scarce. Otherwise profitable summer experiences are available, but financial gain is hard to come by, especially with the cost of travel.

There are some sources, however, of possible paying jobs abroad.

Business and economics students should inquire about jobs overseas from the AIESEC-U. S. National Committee, 51 East 42nd Street, New York, N.Y. 10017. Foreign firms under this plan provide an allowance covering living expenses.

The same applies to jobs for students majoring in engineering, science, or architecture. Information about these jobs is available from IAESTE, 866 United Nations Plaza, New York, N.Y. 10017.

The International Society for Training and Culture, 866 United Nations Plaza, New York, N.Y. 10017, provides information regarding nine kinds of jobs—factory, construction, restaurant-hotel-resort, farm, camp-counseling, child care, hospital, work camps and miscellaneous.

Most work camps furnish free room and board, while some pay a modest wage. Further information about work camps and related opportunities can be obtained from the following sources. Ask for the publication indicated (only the first three listed, however, are free).

Summer Employment Abroad
Institute of International Education
809 United Nations Plaza
New York, N.Y. 10017

Summer Study, Travel and Work Programs
The Council on Student Travel
777 U. N. Plaza
New York, N.Y. 10017

Overseas Work Camps
American Friends Service Committee
160 North 15th Street
Philadelphia, Penna. 19102

Work, Study, Travel Abroad
Educational Travel, Inc.
U. S. National Student Association
265 Madison Avenue
New York, N.Y. 10016

Workcamps Project List
Coordinating Committee for
International Voluntary Service
6 Rue Franklin
Paris 16e, France

HIGH SCH
EASTER SEAL SERVICE

Part 3.

VOLUNTEER JOBS

JOB EXPERIENCE is so important in so many ways that it may be worth getting even if you're not paid for it. Working at a job tells you a lot about yourself in relation to the kind of work that's best for you.

Volunteer work can provide you with references that may open the door to regular, paid employment. Employers give great weight to previous work experience, whether paid or volunteer.

Furthermore, you'll probably enjoy the volunteer work. It is generally interesting work that puts you in touch with what's going on. It also offers the inner satisfaction of being of service to those who need help.

Opportunities listed here as volunteer jobs overlap, it should be kept in mind, with some of the opportunities previously mentioned in the chapters on *Community Service Jobs* and *Opportunities Overseas*. The reason is that distinctions are difficult between jobs that provide a paycheck and jobs that just pay.

Volunteer jobs also overlap, in a general way, with all the earlier chapters, as these jobs may be done during the summer or on a part-time basis.

FINDING VOLUNTEER JOBS. To find volunteer jobs, the best source of information—if there is one in your community—is the Volunteer Bureau. Volunteer Bureaus have been reported in more than 100 cities across the country.

Other sources of volunteer jobs, or information about them, include the Community Welfare Council, United Community Fund, or Health and Welfare Council (or similar organization) and the local chapter of the National Association of Social Workers.

Among organizations that have long emphasized the use of volunteers are local Red Cross chapters, B'nai B'rith, Veterans Administration hospitals, USO (United Service Organization) clubs, Goodwill Industries, Salvation Army, St. Vincent de Paul Stores and Volunteers of America.

A general method of locating volunteer jobs in your community is through the telephone directories. The yellow pages list some of the types of organizations or agencies mentioned in the following chapters.

You can find other helping agencies right in the regular telephone directory, but be prepared sometimes to search for headings within headings. To find public schools, for example, you first look for the name of your town or city, then *Education*, then specific schools.

There are available some special directories listing the names and addresses of certain kinds of helping agencies. The titles of three special directories are shown below. Two have a price; for the third, no price was indicated. The public library may have these directories and additional sources of information about volunteer agencies.

National Directory of Senior Centers ($1.25)
Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Directory of Jewish Health and Welfare Agencies ($2.50)
Council of Jewish Federations and Welfare Funds
729 Seventh Avenue
New York, N.Y. 10019

Directory of Jewish Community Centers and
Young Men's and Young Women's Hebrew Associations
Jewish Community Center Services
National Jewish Welfare Board
15 East 26th Street
New York, N.Y. 10016

Another free publication may be of help to many readers:

Twenty Questions about Volunteer Service for Teen-Agers
in Hospitals and Other Health Care Facilities
American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Here is a list of some of the organizations in the general field of health. Try them for volunteer opportunities.

American Cancer Society
219 East 42nd Street
New York, N.Y. 10001

American Dental Association
211 East Chicago Avenue
Chicago, Ill. 60611

American Foundation for the Blind
15 West 16th Street
New York, N.Y. 10011

American Heart Association
44 East 23rd Street
New York, N.Y. 10010

VOLUNTEER JOBS

American Hospital Association
840 North Lake Shore Drive
Chicago, Ill. 60611

American Medical Association
535 North Dearborn Street
Chicago, Ill. 60610

American Nurses Association
10 Columbus Circle
New York, N.Y. 10019

American Nursing Home Association
1101 17th Street, N.W.
Washington, D. C. 20036

Arthritis and Rheumatism Foundation
1212 Avenue of the Americas
New York, N.Y. 10036

Association of Rehabilitation Centers
7979 Old Georgetown Road
Washington, D. C. 20014

Council of Organizations Serving the Deaf
4201 Connecticut Avenue, N.W.
Washington, D. C. 20008

Epilepsy Foundation of America
1419 H Street, N.W.
Washington, D. C. 20005

National Association for Mental Health
1790 Broadway
New York, N.Y. 10019

National Association for Retarded Children
420 Lexington Avenue
New York, N.Y. 10017

National Association of Hearing and Speech Agencies
919 18th Street, N.W.
Washington, D. C. 20006

National Association of Sheltered Workshops
and Homebound Programs
1522 K Street, N.W.
Washington, D. C. 20005

National Cystic Fibrosis Research Foundation
202 East 44th Street
New York, N.Y. 10017

National Foundation—March of Dimes
1028 Connecticut Avenue, N.W.
Washington, D. C. 20036

National Multiple Sclerosis Society
157 Park Avenue South
New York, N.Y. 10010

National Society for Crippled Children and Adults
2023 West Ogden Avenue
Chicago, Ill. 60612

Planned Parenthood/World Population
515 Madison Avenue
New York, N.Y. 10022

United Cerebral Palsy Associations
66 East 34th Street
New York, N.Y. 10016

Other examples of organizations that need helping hands, helping heads and helping hearts are the National Association for the Advancement of Colored People, 20 West 40th Street, New York, N.Y. 10018, and the National Urban League, 14 East 48th Street, New York, N.Y. 10017.

For hundreds of volunteer opportunities in the War on Poverty, get in touch with one of the Regional Offices of the U. S. Office of Economic Opportunity, listed in *Appendix G*.

Volunteer Jobs:

FOR HIGH SCHOOL AGE

Hebrew and religious schools provide job opportunities.

CHAPTER 21

HELPING PEOPLE DIRECTLY

YOU CAN VOLUNTEER in many ways to be of direct service to people who need help. In some instances, you can be of immediate service without any training. In situations where training is necessary, it is usually provided by the helping organizations.

Here are the kinds of places where you can be of direct help:

Schools
Parks
Playgrounds
Hospitals
Family service agencies
Health services
Nursing homes
Senior centers
Recreation centers
Neighborhood centers
Community centers
Housing projects
Day camps
Health agencies
Welfare agencies
Social service agencies
Youth opportunity centers
Child care centers
Rehabilitation centers
Libraries and museums
Synagogues and churches
Religious organizations

Here are some of the direct ways you can help people:

Recreation assistant
Reader to shut-ins
Tutor to students
Information desk aide
Car or truck driver
Shopping escort
Letter writer for the blind
Library assistant
Arts and crafts aide
Drama assistant
"Big brother" or "big sister"
Social work aide
Walking or feeding patients
Entertaining patients
Playing checkers and other games
Occupational therapist aide

You may also be able to help people directly in the ways suggested in *Chapter* 23.

CHAPTER 22

HELPING HELPING AGENCIES

ALL THE KINDS of places listed in the preceding chapter also offer opportunities to help people *indirectly.* Some volunteers prefer indirect service; others are better able to help in this way.

How can you help people indirectly? You can work "behind the scenes" in a helping agency, just as actors on the stage are supported by many helping hands. You can perform work essential to the services the agency provides.

Here are some ways you can help helping agencies:

General clerical work
Typing and mimeographing
Driving and delivering
Maintenance work
Tending lawns and gardens
Making signs and posters
Cooking and serving
Mending and sewing
Folding linens, making beds
Rolling bandages, filling capsules
Laboratory assistant
Inventory clerk

These are just examples of the kinds of work that help to deliver service to those who need help. Many of the jobs listed elsewhere in this book are also available on a volunteer basis. There is no lack of interesting volunteer work for anyone who is interested.

Volunteer Jobs:

FOR COLLEGE AGE AND OLDER

CHAPTER 23

HELPING PEOPLE DIRECTLY

IN ADDITION to the helping activities listed in *Chapter 21*, volunteers may assist in any of the following ways and many more:

Serving as receptionist
Teaching academic subjects
Tutoring in schools or homes
Leading discussion groups
Singing and dancing
Dance instruction
Playing musical instruments
Teaching musical instruments
Leading choral groups
Leading community singing
Teaching music appreciation
Teaching painting and sculpture
Directing dramatic productions
Teaching arts and crafts
Aiding probation officers
Accompanying patients to outside events
Providing transportation for patients
Helping patients choose books
Shopping for patients
Preparing patients for surgery
Assisting patients after surgery
Helping patients choose clothes
Cutting or styling hair
Manicuring nails
Teaching dental hygiene
Teaching mental hygiene

Teaching consumer economics
Teaching citizenship
Teaching and coaching sports
Administering psychological tests

MEN AND WOMEN FIGHT POVERTY. Anti-poverty programs of the Federal government provide numerous opportunities for direct help to people. The Office of Economic Opportunity alone conducts the following programs for volunteers of both sexes:

VISTA (Volunteers in Service to America)—one year of service, anywhere in the 50 States or Territories, assisting impoverished or disadvantaged persons.

VISTA Associates—Similar service for a ten-week summer period.

VISTA Citizen Corps—Part-time service for several days per week or several hours a day.

Local Community Action Programs—year-round or summer service in locally developed programs, including Project Head Start for pre-school children.

Foster Grandparent Program—service, by those over 60, to neglected and deprived children.

Further information about these programs is available in a booklet, *Voluntary Help Wanted for War on Poverty Projects.* It can be obtained free from the Information Center, Office of Economic Opportunity, Washington, D. C. 20506. Also see *Appendix G* for addresses of the Regional Offices of the Office of Economic Opportunity.

Opportunities in VISTA: A Fact Booklet is available for 35 cents from B'nai B'rith Vocational Service, 1640 Rhode Island Avenue, N.W., Washington, D. C. 20036.

The value of volunteers in the war on poverty was emphasized by Sargent Shriver, former Director of the Office of Economic Opportunity, who launched this "campaign of kindness:" "Our success or failure will depend largely on the numbers, talents and enthusiasm of volunteers."

Volunteers also have endless opportunities for service with non-governmental programs. Some of these programs strengthen or supplement the government programs. Women in Community Service (WICS), for example, are responsible for recruiting and screening young women for the Job Corps.

WICS volunteers represent the memberships of the National Council of Catholic Women, the National Council of Jewish Women, the National Council of Negro Women and United

Church Women. For further information, write Women in Community Service, 1730 Rhode Island Avenue, N.W., Washington, D. C. 20036.

JACS (Joint Action in Community Service) is another private organization established to assist the War on Poverty. JACS helps graduates of Job Corps programs return to community life. The address of the national office is Joint Action in Community Service, 1346 Connecticut Avenue, N.W., Washington, D. C. 20036.

The National Council of Negro Women also operates day-care centers, pre-school educational facilities and a program to ensure fair judicial treatment of juveniles.

B'nai B'rith Women, through their chapters across the country, have assisted anti-poverty programs by running a free lunch program, providing dental supplies and instruction, working in prenatal clinics and tutoring both children and parents.

The Young Men's Christian Association (YMCA), the Young Women's Christian Association (YWCA), the Young Men's Hebrew Association (YMHA), and the Young Women's Hebrew Association (YWHA) all have a variety of stimulating and rewarding programs of direct service for volunteers.

POVERTY, SHMOVERTY, LET'S JUST HELP. Volunteers help all kinds of people, poor and not-so-poor. Lack of money is not the only misfortune. Many children and adults have poor health, physically or mentally. Many are handicapped in going to school or in getting jobs. Volunteers can also work with people who suffer discrimination, and with those who discriminate.

Volunteers have been organized on some college campuses for service in the surrounding communities. Washington, D. C., is served, for example, by a large group of George Washington University students organized under the catchy name, SERVE. At the nearby University of Maryland, as many as a thousand students are estimated to be involved in PACE – People Active in Community Effort.

Volunteers are needed in schools of all kinds and at all levels. They are needed to work with the specially talented as well as the mentally retarded. They are needed from pre-kindergarten to post-graduate levels.

"Upward Bound is a national pre-college program," as described by the Office of Economic Opportunity, "designed to motivate secondary school students who have been handicapped in

You'll find volunteer service a meaningful experience.

their studies by economic, cultural, and educational deficiencies." To find out which colleges have Upward Bound projects, write to Educational Associates, 1717 Massachusetts Avenue, N.W., Washington, D. C. 20036.

The education of volunteers, too, can be at all levels. On one hand, there is the Southern Teaching Program, with headquarters at Yale University, New Haven, Conn. Each summer some 150 graduate students, from about twenty-five universities around the country, teach as volunteers in about twenty-five predominantly Negro colleges and universities. On the other hand, volunteers without professional training participate in the National School Volunteer Program, 20 West 40th Street, New York, N.Y. 10018.

College students may volunteer to assist teachers in summer day schools in disadvantaged areas of New York City. For further information, write Volunteer Services, Board of Education, 110 Livingston Street, Brooklyn, N.Y. 11201.

College students interested in social work as a possible career may obtain pertinent information from Social Work Recruitment Center, 225 Park Avenue South, New York, N.Y. 10003.

Volunteer work in civil rights programs is widely available. A clearing house regarding such summer work is Civil Rights Information, *Moderator*, 115 South 37th Street, Philadelphia, Penna. 19104.

Most of the volunteer programs mentioned are concerned with the conservation of *human resources.* There are also programs concerned with the conservation of *natural resources.* Male and female students interested in opportunities for such work in a number of national parks can obtain information and applications from, Student Conservation Association, Inc., Sagamore Hill National Historic Site, Mtd. Rt., Box 304, Oyster Bay, N.Y. 11771.

Conservation has nothing to do, of course, with being conservative. Natural and human resources must first be helped to survive, then progressively helped to succeed.

HELPING PEOPLE ABROAD. Heaps of helping opportunities are available for volunteer service overseas. Poor and needy people exist everywhere. Some volunteers prefer to serve those in need in this country; others may have their own needs met by helping the needy in other lands.

The Peace Corps is the giant government program for volunteers who wish to widen their helping horizons. Peace Corps volunteers serve for two years in various countries in Asia, Africa, and Latin America. Information about these opportunities is available from the Peace Corps, 806 Connecticut Avenue, N.W., Washington, D. C. 20525. Also available, for 35 cents, is *Opportunities in the Peace Corps: A Fact Booklet*, B'nai B'rith Vocational Service, 1640 Rhode Island Avenue, N.W., Washington, D. C. 20036.

Here are other programs for volunteer work around the world:

VISA (Voluntary International Service Assignments)
American Friends Service Committee
160 North 15th Street
Philadelphia, Penna. 19102

Conference on Inter-American Students Projects
World Campus Desk
Maryknoll, N.Y. 10545

Ecumenical Voluntary Service
United Presbyterian Church
475 Riverside Drive
New York, N.Y. 10027

Voluntary Service Program
Episcopal Church Center
815 Second Avenue
New York, N.Y. 10017

Voluntary Service Program
Evangelical United Brethren Church
601 West Riverview Avenue
Dayton, Ohio 45406

Social Action Secretariat
National Federation of Catholic College Students
Manhattanville College of the Sacred Heart
Purchase, N.Y. 10577

Student Young Men's Christian Association
291 Broadway
New York, N.Y. 10007

International Voluntary Service
1116 East 54th Place
Chicago, Ill. 60615

CHAPTER 24

HELPING HELPING AGENCIES

To KEEP DOWN the costs of their non-profit operations, service organizations use volunteers at all levels of skill. Besides the kinds of volunteer work listed in *Chapter* 22, there are almost unlimited opportunities for willing workers. Here are just a few examples of the responsible activities awaiting volunteers:

Planning surveys and studies
Conducting surveys and studies
Providing architectural advice
Scoring psychological tests
Collecting research data
Analyzing research data
Writing research reports
Preparing applications for grants
Planning fund-raising
Preparing financial reports
Writing publicity releases
Doing public relations work
Preparing legal documents
Arranging programs and parties
Arranging picnics and outings
Doing overall scheduling
Supervising volunteer workers
Coordinating interagency relations

The only limits on what volunteers may do to help helping agencies – aside from what they *can* do – are usually in the imaginativeness of the people involved. Volunteers have the possibility of filling vacancies, but they also have the possibility of filling needs of which agencies were not aware.

Creating opportunities as well as finding available work is an appropriate closing emphasis for this book. It is an emphasis that applies equally well to part-time, summer and volunteer jobs. It seems aptly expressed by the old saying, "If you don't see what you want, ask for it!"

CHAPTER 25

POSTSCRIPT AND PRELUDE

The purpose of this postscript is to remind readers that, though the book has come to its end, it actually represents a beginning. No book can get anybody a job. Having read the book, however, one has a better basis for choosing and finding an appropriate part-time, summer, or volunteer job.

Job opportunities for Jewish and other minority groups have increased greatly in recent years. Opportunities exist now that did not exist before. But job opportunities do not often come knocking at your door.

Even finding a part-time job may require full-time efforts. Finding a summer job may mean a winter of job seeking. And you may really have to volunteer for a volunteer job. Finding a job is sometimes a job in itself.

You will have less trouble in finding a job you enjoy, it is hoped, than people who have not read this book. You have been introduced to the What, Where, When, How, Who, and Why of job choosing, job hunting, and job finding.

The choice is now yours to do something about this matter of part-time, summer, or volunteer jobs. "He who seeks shall find." As you look for a job you want, remember that you are wished not only Happy Hunting but especially Successful Job Finding.

APPENDIXES

A. AREA OFFICES OF U. S. SMALL BUSINESS ADMINISTRATION

NORTHEASTERN AREA

Government Center, J. F. Kennedy Federal Bldg., Boston, Mass. 02203
States served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

NEW YORK AREA

61 Broadway, Room 2101, New York, N.Y. 10006
States served: New Jersey, New York, Puerto Rico, Virgin Islands

MIDDLE ATLANTIC AREA

1 Decker Square, East Lobby, Bala Cynwyd, Pa. 19004
States served: Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Virginia, West Virginia

SOUTHEASTERN AREA

1401 Peachtree St., N.E., Atlanta, Ga. 30309
States served: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee

MIDWESTERN AREA

Federal Office Bldg., Room 437, 219 South Dearborn St., Chicago, Ill. 60604
States served: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Wisconsin

SOUTHWESTERN AREA

1309 Main St., Dallas, Tex. 75202
States served: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

ROCKY MOUNTAIN AREA

721 19th St., Denver, Colo. 80202
States served: Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming

PACIFIC COASTAL AREA

Federal Bldg., 450 Golden Gate Ave., Box 36044, San Francisco, Calif. 94102
States served: Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, Washington

B. AGE REQUIREMENTS FOR EMPLOYMENT

The source of the following information is the Bureau of Labor Standards, U. S. Department of Labor, Washington, D. C. 20210. As there are some differences between Federal and State laws, any question that arises is best cleared with your State labor department.

16 and 17 year olds may work full time in most jobs.

Examples: *Most manufacturing jobs*
Most jobs in stores and restaurants
Most service jobs, such as repair shops, laundries, dry-cleaners, recreation services, and hospitals
Clerical and office jobs

14 and 15 year olds may work in many jobs *outside school hours* and during vacations.

Examples: *Newspaper delivery*
Caddying
Housework
Office jobs
Jobs in stores
Jobs on farms
Many jobs in eating places
Some jobs in gasoline service stations
Packing fresh fruits and vegetables

18 is the minimum age for some hazardous jobs.

Examples: *Driver or helper on motor vehicles*
Operating elevators and other hoisting apparatus
Operating dangerous machines used in woodworking, metalworking, paper products and baking
Jobs in roofing or wrecking operations
Most jobs in connection with mining or excavating
Many jobs in the manufacture of brick and tile
Many jobs in logging or sawmill operations
Some jobs in slaughterhouses and meatpacking plants
Jobs involving explosives or exposure to radiation

C. COLLEGES AND UNIVERSITIES OFFERING COOPERATIVE EDUCATION PROGRAMS

ALABAMA

Alabama Agricultural & Mechanical College, *Normal*
Auburn University, *Auburn*
Tuskegee Institute, *Tuskegee*
University of Alabama, *University*

ARIZONA

University of Arizona, *Tucson*

ARKANSAS

University of Arkansas, *Fayetteville*

CALIFORNIA

California State College at Los Angeles
California State Polytechnic College, *Pomona*
College of San Mateo, *San Mateo*
Foothill College, *Los Altos Hills*
Golden Gate College, *San Francisco*
San Jose State College
University of California, *Berkeley*

COLORADO

University of Denver

DISTRICT OF COLUMBIA

Howard University, *Washington*
The American University, *Washington*

FLORIDA

Florida State University, *Tallahassee*
Florida Technological University, *Orlando*
Manatee Junior College, *Bradenton*
University of Florida, *Gainesville*
University of Miami, *Coral Gables*
University of South Florida, *Tampa*
University of West Florida, *Pensacola*

GEORGIA

Berry College, *Mt. Berry*
Georgia Institute of Technology, *Atlanta*

IDAHO

University of Idaho, *Moscow*

ILLINOIS

Bradley University, *Peoria*
Illinois Institute of Technology, *Chicago*
Northwestern University, Technological Institute, *Evanston*
Southern Illinois University, *Carbondale*
University of Illinois, *Urbana*

INDIANA

Indiana Institute of Technology, *Fort Wayne*
Purdue University, *Lafayette*
Tri-State College, *Angola*
University of Evansville

IOWA

Iowa State University, *Ames*

KANSAS

Friends University, *Wichita*

KENTUCKY

University of Louisville
Western Kentucky University, *Bowling Green*

LOUISIANA

Louisiana Polytechnic Institute, *Ruston*
Louisiana State University, *Baton Rouge*

MASSACHUSETTS

Cambridge School, *Boston*
Northeastern University, *Boston*

MICHIGAN

Central Michigan University, *Mt. Pleasant*
Delta College, *University Center*
Detroit Institute of Technology, *Detroit*
Ferris State College, *Big Rapids*
General Motors Institute, *Flint*
Kalamazoo College, *Kalamazoo*
University of Detroit
University of Michigan, *Dearborn*
Western Reserve University, *Kalamazoo*

MINNESOTA

Concordia College, *Moorhead*
University of Minnesota, *Minneapolis*

MISSISSIPPI

Mississippi State University, *State College*

MISSOURI

Rockhurst College, *Kansas City*
University of Missouri, *Columbia*
University of Missouri at Rolla
W. & S. Technical Institute, *Neosha*

NEW JERSEY

Bloomfield College, *Bloomfield*
Rutgers University, *New Brunswick*

NEW MEXICO

New Mexico Institute of Mining and Technology, *Socorro*
New Mexico State University, *University Park*

NEW YORK

Adelphi University, *Garden City*
Bard College, *Annandale-on-Hudson*
Borough of Manhattan Community College, *New York City*
Broome Technical Community College, *Binghamton*
City College of the City University of New York, *New York City*
College of Insurance, *New York City*
Cornell University, *Ithaca*
Keuka College, *Keuka Park*
Mohawk Valley Community College, *Utica*
New York Institute of Technology, *New York City*
Pratt Institute, *Brooklyn*
Renssalaer Polytechnic Institute, *Troy*
Rochester Institute of Technology, *Rochester*
Vorhees Technical Institute, *New York City*

OHIO

Antioch College, *Yellow Springs*
The Cleveland State University, *Cleveland* (formerly Fenn College)
Kent State University, *Kent*
Ohio College of Applied Science, *Cincinnati*
Sinclair Community College, *Dayton*
University of Akron
University of Cincinnati
Wilberforce University, *Wilberforce*
Wilmington College, *Wilmington*

PENNSYLVANIA

Drexel Institute of Technology, *Philadelphia*
St. Joseph's College, *Philadelphia*
Temple University, Technological Institute, *Philadelphia*
The Pennsylvania State University, *University Park*

RHODE ISLAND

Roger Williams Junior College, *Providence*

TENNESSEE

Tennessee A and I State College, *Nashville*
Tennessee Technological University, *Cookville*
University of Tennessee, *Knoxville*

TEXAS

Lamar State College of Technology, *Beaumont*
Southern Methodist University, *Dallas*
Texas A & M University, *College Station*
University of Houston, *Houston*
University of Texas at Arlington
University of Texas, *Austin*

VERMONT

Bennington College, *Bennington*
Goddard College, *Plainfield*

VIRGINIA

Hampton Institute, *Hampton*
Virginia Polytechnic Institute, *Blacksburg*

WASHINGTON

Washington State University, *Pullman*

WEST VIRGINIA

Alderson-Broaddus College, *Philippi*

WISCONSIN

Beloit College, *Beloit*
Marquette University, *Milwaukee*
Milwaukee School of Engineering, *Milwaukee*
Stout State University, *Menomonie*
University of Wisconsin-Milwaukee, *Milwaukee*
Wisconsin State University – Platteville, *Platteville*

D. REGIONAL OFFICES OF U. S. OFFICE OF EDUCATION

BOSTON

55 Tremont St., Boston, Mass. 02108
States served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

NEW YORK

42 Broadway, Room 1200, New York, N.Y. 10004
States served: Delaware, New Jersey, New York, Pennsylvania

KANSAS CITY

560 Westport Rd., Kansas City, Mo. 64411
States served: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota

DALLAS

1114 Commerce St., Dallas, Tex. 75202
States served: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

DENVER

Federal Office Bldg., 19th and Stout Sts., Denver, Colo. 80202
States served: Colorado, Idaho, Montana, Utah, Wyoming

SAN FRANCISCO

50 Fulton St., San Francisco, Calif. 94102
States served: Alaska, Arizona, California, Guam, Hawaii, Nevada, Oregon, Washington

CHARLOTTESVILLE, VA.

700 East Jefferson St., Charlottesville, Va. 22901
States served: Kentucky, Maryland, North Carolina, Puerto Rico, Virginia, Washington, D. C., Virgin Islands, West Virginia

ATLANTA

50 7th St., N.E., Atlanta, Ga. 30323
States served: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee

CHICAGO

Post Office Bldg., Room 712, 433 West Van Buren St., Chicago, Ill. 60607
States served: Illinois, Indiana, Michigan, Ohio, Wisconsin

E. INTERAGENCY BOARDS OF U. S. CIVIL SERVICE COMMISSION

ALABAMA

806 Governors Drive, S.W., Huntsville, Ala. 35801
167 St. Louis St., Mobile, Ala. 36602

ALASKA

632 Sixth Ave., Anchorage, Alaska 99501

ARIZONA

44 West Adams St., Phoenix, Ariz. 85003

ARKANSAS

923 West Fourth St., Little Rock, Ark. 72201

CALIFORNIA

851 South Broadway, Los Angeles, Calif. 90014
455 Capitol Mall, Sacramento, Calif. 95814
380 West Court St., San Bernadino, Calif. 92401
1400 Fifth Ave., San Diego, Calif. 92101
450 Golden Gate Ave., San Francisco, Calif. 94102

COLORADO

Room 203, Post Office Bldg., 18th and Stout Sts., Denver, Colo. 80202

CONNECTICUT

Room 716, Federal Bldg., 450 Main St., Hartford, Conn. 06103

DELAWARE

U. S. Post Office and Courthouse, 11th and King Sts., Wilmington, Del. 19801

FLORIDA

123 South Court Ave., Orlando, Fla. 32801

GEORGIA

275 Peachtree St., Atlanta, Ga. 30303
Federal Bldg., 451 College St., Macon, Ga. 31201

HAWAII

Federal Bldg., Honolulu, Hawaii 96813

IDAHO

Room 1322, 29 South Dearborn St., Chicago, Ill. 60604

INDIANA

36 South Pennsylvania St., Indianapolis, Ind. 46204

IOWA

Old Federal Bldg., Fifth and Court Sts., Des Moines, Iowa 50309

KANSAS

Beacon Bldg., 114 South Main St., Wichita 67202

KENTUCKY

721 South Fourth St., Louisville, Ky. 40202

LOUISIANA

600 South St., New Orleans, La. 70130

MAINE

Federal Bldg., Augusta, Me. 04330

MARYLAND

Federal Office Bldg., Lombard St. and Hopkins Pl., Baltimore, Md. 21201

MASSACHUSETTS

Post Office and Courthouse Bldg., Boston, Mass. 02109

MICHIGAN

Lobby, First Floor, 144 West Lafayette St., Detroit, Mich. 48226

MINNESOTA
Bldg. 57, Fort Snelling, Minn. 55111

MISSISSIPPI
802 North State St., Jackson, Miss. 39201

MISSOURI
601 East 12th St., Kansas City, Mo. 64106
1520 Market St., St. Louis, Mo. 63103

MONTANA
130 Neill Ave., Helena, Mont. 59601

NEBRASKA
215 North 17th St., Omaha, Neb. 68102

NEVADA
300 Booth St., Reno, Nev. 89502

NEW HAMPSHIRE
Daniel and Penhallow Sts., U. S. Post Office, Portsmouth, N.H. 03803

NEW JERSEY
Post Office Bldg., Federal Square, Newark, N.J. 07102

NEW MEXICO
421 Gold Ave., S.W., Albuquerque, N.M. 87101

NEW YORK
220 East 42nd St., New York, N.Y. 10017
301 Erie Blvd. West, Syracuse, N.Y. 13202

NORTH CAROLINA
415 West Hillsborough St., Raleigh, N.C. 27603

NORTH DAKOTA
112 University Dr., Fargo, N.D. 58102

OHIO
1909 East 13th St., Cleveland, Ohio 44114
21 East Fourth St., Dayton, Ohio 45402

OKLAHOMA
210 Northwest Sixth St., Oklahoma City, Okla. 73102

OREGON
319 Southwest Pine St., Portland, Ore. 97204

PENNSYLVANIA
128 North Broad St., Philadelphia, Pa. 19102
1000 Liberty Ave., Pittsburgh, Pa. 15222

RHODE ISLAND
Federal Bldg. and Post Office, Kennedy Plaza, Providence, R.I. 02903

SOUTH CAROLINA
334 Meeting St., Charleston, S.C. 29403

SOUTH DAKOTA
919 Main St., Rapid City, S.D. 57701

TENNESSEE
167 North Main St., Memphis, Tenn. 38103

TEXAS
1114 Commerce St., Dallas, Tex. 75202

702 Caroline St., Houston, Tex. 77002
615 East Houston St., San Antonio, Tex. 78205

UTAH
135 South State St., Salt Lake City, Utah 84111

VERMONT
Federal Bldg., Elmwood Ave. and Pearl St., Burlington, Vt. 05401

VIRGINIA
415 Saint Paul Blvd., Norfolk, Va. 23510

WASHINGTON
Federal Office Bldg., First and Madison Sts., Seattle, Wash. 98104

WEST VIRGINIA
500 Quarrier St., Charleston, W. Va. 25301

WISCONSIN
161 West Wisconsin Ave., Milwaukee, Wis. 53203

WYOMING
2005 Warren Ave., Cheyenne, Wyo. 82001

PUERTO RICO and the VIRGIN ISLANDS
255 Ponce de Leon Ave., San Juan, P.R. 00917

WASHINGTON, D. C.
1900 E St., N.W., Washington, D. C. 20415

F. NATIONAL PARKS CONCESSIONERS

ACADIA NATIONAL PARK, MAINE
Acadia Corporation, Seal Harbor, Me.

BIG BEND NATIONAL PARK, TEXAS
National Parks Concessions, Inc., Mammoth Cave, Ky.

BRYCE CANYON NATIONAL PARK, UTAH
Utah Parks Co., Cedar City, Utah

CRATER LAKE NATIONAL PARK, OREGON
Crater Lake Lodge, Inc., 3815 SW 87th Ave., Portland, Ore. 97225

GLACIER NATIONAL PARK, MONTANA
Glacier Park Co., 2522 N. Campbell Ave., Tucson, Ariz.

GRAND CANYON NATIONAL PARK, ARIZONA (SOUTH RIM)
Fred Harvey, Grand Canyon, Ariz.

GRAND CANYON NATIONAL PARK, ARIZONA (NORTH RIM)
Utah Parks Co., Cedar City, Utah

GRAND TETON NATIONAL PARK, WYOMING
209 Post Street, Grand Teton Lodge Co., San Francisco, Calif. 94108

ISLE ROYALE NATIONAL PARK, MICHIGAN
National Park Concessions, Inc., Mammoth Cave, Ky.

LAKE MEAD NATIONAL RECREATION AREA, NEVADA
McCulloch Properties, Inc., Box 96, Boulder City, Nev.

LASSEN VOLCANIC NATIONAL PARK, CALIFORNIA

Lassen National Park Co., 2522 N. Campbell Ave., Tucson, Ariz.

MAMMOTH CAVE NATIONAL PARK, KENTUCKY

National Park Concessions, Inc., Mammoth Cave, Ky.

MESA VERDE NATIONAL PARK, COLORADO

Mesa Verde Co., P.O. Box 277, Mancos, Colo.

MOUNT RUSHMORE NATIONAL MEMORIAL, SOUTH DAKOTA

The Mountain Co., Keystone, S.D.

NATIONAL CAPITAL PARKS, WASHINGTON, D. C.

Government Services, Inc., 1135 21st Street, N.W., Washington, D. C. 20006

OLYMPIC NATIONAL PARK, WASHINGTON

National Parks Concessions, Inc., Mammoth Cave, Ky.

OREGON CAVES NATIONAL MONUMENT, OREGON

Oregon Caves Co., P.O. Box 151, Grants Pass, Ore.

SEQUOIA AND KINGS CANYON NATIONAL PARKS, CALIFORNIA

Sequoia and Kings Canyon National Parks Co., 129 East Center St., Visalia, Calif.

SHENANDOAH NATIONAL PARK, VIRGINIA

Virginia Sky-Line Co., Inc., P.O. Box 191, Luray, Va.

YELLOWSTONE NATIONAL PARK, WYOMING

Hamilton Stores, Inc., P.O. Box 1230, Santa Monica, Calif.
Haynes, Inc., 801 North Wallace Ave., Bozeman, Mont.
Yellowstone Park Co., 106 North Broadway, Billings, Mont.
Yellowstone Park Service Stations, 1116 West Platinum St., Butte, Mont.

ZION NATIONAL PARK, UTAH

Utah Parks Co., Cedar City, Utah

G. REGIONAL OFFICES OF U. S. OFFICE OF ECONOMIC OPPORTUNITY

NEW YORK

72 West 45th St., New York, N.Y. 10036
States served: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Vermont, Rhode Island

WASHINGTON, D. C.

1832 M St., N.W., Washington, D. C. 20506
States served: Delaware, D. C., Kentucky, Maryland, North Carolina, Pennsylvania, Virginia, West Virginia

ATLANTA

730 Peachtree St., N.E., Atlanta, Ga. 30308
States served: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee

CHICAGO

623 South Wabash Ave., Chicago, Ill. 60605
States served: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

AUSTIN

Lowich Bldg., 314 West 11th St., Austin, Tex. 78701
States served: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

KANSAS CITY

Federal Office Bldg., 911 Walnut St., Kansas City, Mo. 64106
States served: Colorado, Idaho, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming

SAN FRANCISCO

100 McAllister St., San Francisco, Calif. 94102
States served: Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington

$1.95
HOW TO GO ABOUT
GETTING A JOB WITH A FUTURE
by J. I. BIEGELEISEN
HOW TO WRITE JOB-GETTING RESUMES
QUESTION AND ANSWER REHEARSAL FOR INTERVIEWS
ORGANIZING A JOB-SEARCH PROGRAM
SELF-EVALUATION OF JOB
FEDERAL CAREER DIRECTORY
APPROVED COUNSELING AGENCIES
How to get the job you want
DICTIONARY OF OCCUPATIONAL TITLES
1965
Volume I
DEFINITIONS OF TITLES
Third Edition

SELECTED READING and RESOURCES

A. CHOOSING JOBS

Books and Booklets

Byrn, Delmont K. *Career Decisions.* National Vocational Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D. C. 20009.

Choosing Your Occupation, Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Directory of Approved Counseling Agencies. American Board on Counseling Services, 1607 New Hampshire Ave., N.W., Washington, D. C. 20009.

Handbook for Young Workers. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Health Careers Guidebook. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Occupational Outlook Handbook. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Sinick, Daniel. *Your Personality and Your Job.* Chicago: Science Research Associates, 1960.

Sinick, Daniel. *You and Your Child's Career.* Washington, D. C.: B'nai B'rith Vocational Service, 1966.

What's Ahead. National Urban League, 14 East 48th Street, New York, N.Y. 10017.

You and Your Career. New York: Collier's Encyclopedia, 1960.

You, Your Job, and Your Future. Kiplinger Book Services, Editors Park, Md. 20782.

Films and Filmstrips

Aptitudes and Occupations
Coronet Films
65 E. South Water St.
Chicago, Ill. 60601

Choosing Your Career
Guidance Associates
Pleasantville, N.Y. 10570

Choosing Your Occupation
Coronet Films
65 E. South Water St.
Chicago, Ill. 60601

Foundations for Occupational Planning
Society for Visual Education
1345 Diversey Parkway
Chicago, Ill. 60614

Health Careers
National Health Council
1740 Broadway
New York, N.Y. 10019

How to Investigate Vocations
Coronet Films
65 E. South Water St.
Chicago, Ill. 60601

More Power for the Job
International Film Bureau
332 South Michigan Ave.
Chicago, Ill. 60604

Planning Your Career
Encyclopaedia Britannica Films
425 North Michigan Ave.
Chicago, Ill. 60611

Preparing for the Jobs of the '70's
Guidance Associates
Pleasantville, N.Y. 10570

They Beat the Odds
University of California
Extension Media Center
2223 Fulton St.
Berkeley, Calif. 94720

B. FINDING JOBS

Books and Booklets

ARTHUR, JULIETTA K. *Employment for the Handicapped.* New York: Abingdon Press, 1967.

Can I Get the Job? Educational Relations Section, Public Relations Staff, General Motors, Detroit, Mich. 48202.

DREESE, MITCHELL. *How to Get the Job.* Chicago: Science Research Associates, 1960.

FEINGOLD, S. NORMAN. *The Job Finder: It Pays to Advertise.* Cambridge, Mass.: Bellman, 1966.

FEINGOLD, S. NORMAN, & LIST, HAROLD. *Finding Part-Time Jobs.* Chicago: Science Research Associates, 1962.

FRAENKEL, WILLIAM A. *How to Get a Job.* Washington, D. C.: The President's Committee on Employment of the Handicapped, 1967.

Getting the Right Job. The Glidden Company, 900 Union Commerce Bldg., Cleveland, Ohio 44144.

Guide to Preparing Your Résumé. New York State Employment Service, 1 East 19th St., New York, N.Y. 10003.

How to Get and Hold the Right Job. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Making the Most of Your Job Interview. New York Life Insurance Company, 51 Madison Ave., New York, N.Y. 10010.

Merchandising Your Job Talents. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Starting and Managing a Small Business of Your Own. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

WORTHY, JAMES C. *What Employers Want.* Chicago: Science Research Associates, 1961.

Why Young People Fail to Get and Hold Jobs. New York State Employment Service, 1 East 19th Street, New York, N.Y. 10003.

Films and Filmstrips

Appointment with Tomorrow
Bell Telephone Companies
Newark, N.J.

If You're Not Going to College
Guidance Associates
Pleasantville, N.Y. 10570

SELECTED READING AND RESOURCES

How to Keep a Job
Coronet Films
65 E. South Water St.
Chicago, Ill. 60601

Personal Qualities for Job Success
Coronet Films
65 E. South Water St.
Chicago, Ill. 60601

You and Your Work
Coronet Films
65 E. South Water St.
Chicago, Ill. 60601

Getting a Job
Encyclopaedia Britannica Films
425 North Michigan Ave.
Chicago, Ill. 60601

Getting and Keeping Your First Job
Guidance Associates
Pleasantville, N.Y. 10570

What You Should Know Before You Go to Work
Guidance Associates
Pleasantville, N.Y. 10570

Your Job Interview
Guidance Associates
Pleasantville, N.Y. 10570

C. PART-TIME JOBS

Books and Booklets

BROCHARD, JOHN. *School Subjects and Jobs.* Chicago: Science Research Associates, 1961.

College Courses and Beginning Jobs. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

COOPER, JOSEPH D. *Women's Guide to Part-Time Jobs.* New York: Doubleday, 1963.

FEINGOLD, S. NORMAN & JOSPE, ALFRED. *College Guide for Jewish Youth.* Washington, D. C.: B'nai B'rith Vocational Service, 1963.

FEINGOLD, S. NORMAN & JOSPE, ALFRED. *College Guide for Jewish Youth.* Washington, D. C.: B'nai B'rith Vocational Service and B'nai B'rith Hillel Foundations, 1968.

FEINGOLD, S. NORMAN & LIST, HAROLD. *Jobs in Unusual Occupations.* Chicago: Science Research Associates, 1963.

Future Jobs for High School Girls. (Women's Bureau Pamphlet Seven.) Superintendent of Documents, U. S. Govt. Printing Office, Washington, D. C. 20402.

Job Guide for Young Workers. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Job Horizons for College Women. (Women's Bureau Bulletin 288, Revised.) Superintendent of Documents, U. S. Govt. Printing Office, Washington, D. C. 20402.

LEMBECK, RUTH. 380 *Part-Time Jobs for Women.* New York: Dell.

O'NEILL, BARBARA P. *Careers for Woman after Marriage and Children.* New York: Macmillan, 1965.

Part-Time Employment for Women. (Women's Bureau Bulletin 273.) Superintendent of Documents, U. S. Govt. Printing Office, Washington, D. C. 20402.

STEINBERG, J. LEONARD. *Guide to Careers through College Majors.* San Diego, Calif. Robert R. Knapp, 1964.

Films and Filmstrips

Earning Money While Going to School
Coronet Films
65 E. South Water St.
Chicago, Ill, 60601

High School Course Selection and Your Career
Guidance Associates
Pleasantville, N.Y. 10570

I Never Went Back
Charles Cahill & Associates
5746 Sunset Blvd.
Los Angeles, Calif. 90028

Neighborhood Youth Corps
Neighborhood Youth Corps
U. S. Department of Labor
Washington, D. C. 20210

Preparing For the World of Work
Guidance Associates
Pleasantville, N.Y. 10570

Store Front
Public Affairs Office
Office of Economic Opportunity
1200 19th St., N.W.
Washington, D. C. 20506

The Cooperative Way to a College Education
Guidance Associates
Pleasantville, N.Y. 10570

The Road Ahead
National Urban League
55 East 52nd St.
New York, N.Y. 10022

D. SUMMER JOBS

Books and Booklets

Choose Your Summer Job Now. National Federation of Settlements and Neighborhood Centers, 232 Madison Ave., New York, N.Y. 10016.

Directory of Resident Summer Camps. National Jewish Welfare Board, 15 East 26th St., New York, N.Y. 10010.

National Directory of Jewish Camps. Camp Advisory Bureau, P.O. Box 9625, 7320 Yorktown Drive, Norfolk, Va. 23505.

Summer Employment Abroad. Institute of International Education, 809 United Nations Plaza, New York, N.Y. 10017.

Summer Employment Directory of the United States. National Directory Service, Box 32065, Cincinnati, Ohio 45232.

Summer Employment Guide. National Employment Services Institute, 1700 Pennsylvania Ave., N.W., Washington, D. C. 20006.

Summer Employment Guide. University Publications, Box 20133, Denver, Colo. 80220.

Summer Jobs in Federal Agencies. U. S. Civil Service Commission, Washington, D. C. 20415.

Films and Filmstrips

Jobs for High School Students
Guidance Associates
Pleasantville, N.Y. 10570

Although this is the only audiovisual item listed specifically under **Summer Jobs,** *some of the items listed under other categories may be found useful in this connection as well. Films and filmstrips on* **Part-Time Jobs** *and* **Volunteer Jobs** *also have value for* **Summer Jobs.**

E. VOLUNTEER JOBS

Books and Booklets

Directory of Jewish Community Centers and Young Men's and Young Women's Hebrew Associations. National Jewish Welfare Board, 145 East 32nd St., New York, N.Y. 10016.

SELECTED READING AND RESOURCES

Directory of Jewish Health and Welfare Agencies. Council of Jewish Federations and Welfare Funds, 729 Seventh Ave., New York, N.Y. 10019.

FRANKEL, RUTH H. *Three Cheers for Volunteers.* Toronto, Canada: Clarke, Irwin, 1965.

JANOWITZ, GAYLE. *Helping Hands: Volunteer Work in Education.* Chicago: University of Chicago Press, 1966.

National Directory of Senior Centers. Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402.

Opportunities in the Peace Corps: A Fact Booklet. Washington, D. C.: B'nai B'rith Vocational Service, 1963.

Opportunities in VISTA: A Fact Booklet. Washington, D. C.: B'nai B'rith Vocational Service, 1967.

Twenty Questions about Volunteer Service for Teen-Agers in Hospitals and Other Health Care Facilities. American Hospital Association, 840 North Lake Shore Drive, Chicago, Ill. 60611.

Voluntary Help Wanted for War on Poverty Projects. Office of Economic Opportunity, Washington, D. C. 20506.

WEISL, REYNA, FLEMING, JANE & JANNEY, MARY (Eds.) *Washington Opportunities for Women,* Washington, D. C.: Robert B. Luce, 1967.

Films and Filmstrips

Caring Is a Two-Way Treat
Century Studios
1728 South Saunders St.
Raleigh, N.C. 27603

Community Health in Action
International Film Bureau
332 South Michigan Ave.
Chicago, Ill. 60604

Community Mental Health
International Film Bureau
332 South Michigan Ave.
Chicago, Ill. 60604

Head Start Volunteers
Public Affairs Office
Office of Economic Opportunity
1200 19th St., N.W.
Washington, D. C. 20506

Someone Who Cares
International Film Bureau
332 South Michigan Ave.
Chicago, Ill. 60604

The Fast I Have Chosen
Jewish Chautauqua Society
838 Fifth Ave.
New York, N.Y. 10021

The First 100
North Carolina Fund
P.O. Box 687
Durham, N.C. 27702

The Long Way Back
International Film Bureau
322 South Michigan Ave.
Chicago, Ill. 60604

One Step At a Time
Office of Public Affairs
Peace Corps
800 Connecticut Ave., N.W.
Washington, D. C. 20006

VISTA—A Year Towards Tomorrow
Sterling Movies
43 West 61st St.
New York, N.Y. 10023

Send for a free copy of the
B'NAI B'RITH VOCATIONAL SERVICE CATALOG
to
B'NAI B'RITH VOCATIONAL SERVICE
1640 Rhode Island Ave., N.W., Washington, D. C. 20036

Where the Jobs Are
How To Find Them

Seasonal Jobs

Jobs in Which You Are Your Own Boss

Spare-Time Jobs

Temporary Jobs